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 ANALYSIS OF STUDIES AND PROJECT ASSIGNMENTS UNDERTAKEN  
 WITHIN OCD

5 September, 1947

## A - REQUIREMENTS BRANCH

The Survey Division of this branch is charged with the OCD intelligence survey function. The Control Division is responsible for studies affecting security controls and those affecting OCD operations. A subject breakdown of studies completed to date is shown below. This breakdown points up that studies undertaken within the Branch in many instances have not been within the functional jurisdiction of the Requirements Branch or the Division undertaking the study.

Study Subjects	Functional Assignment	Total Req. Studies	Control Div. Studies	Survey Div. Studies
1. To check timeliness and adequacy of CIG-produced intelligence	Survey Div.	1	1	(All future studies)
2. To determine security status of recipients	Control Div.	5*	5	2
3. To develop policy and procedures for dissemination	<i>Establishes security controls over dissemination.</i> Dissemination Branch <i>Control Div.</i>	4	3	1
4. To ascertain requirements of Fed. agencies for particular CIG services	Survey Div.	12	1	11
5. To ascertain general requirements of Federal Govm't and ORE	Survey Div.	1	---	1
6. To ascertain requirements for services other than CIG	Survey Div.	3	1	2
7. To determine <i>intelligence</i> collection potential <i>in areas</i>	<i>Survey Div.</i> Collection Branch	1	1	---
8. To resolve miscellaneous problems	Outside of OCD jurisdiction	3	2	1
Total		30*	14	18

*Due to shortage of personnel and close relationship of Divisions.*

*Was done by Survey Div.*

*Cannot identify but am certain they were assigned for good reason or by higher authority.*

Survey and Control Divisions jointly participated in two studies

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Normal flow  
Loan Document  
Record keeping. Not  
interrupting flow



Operation




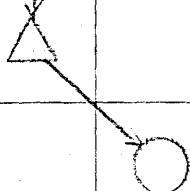
Storage



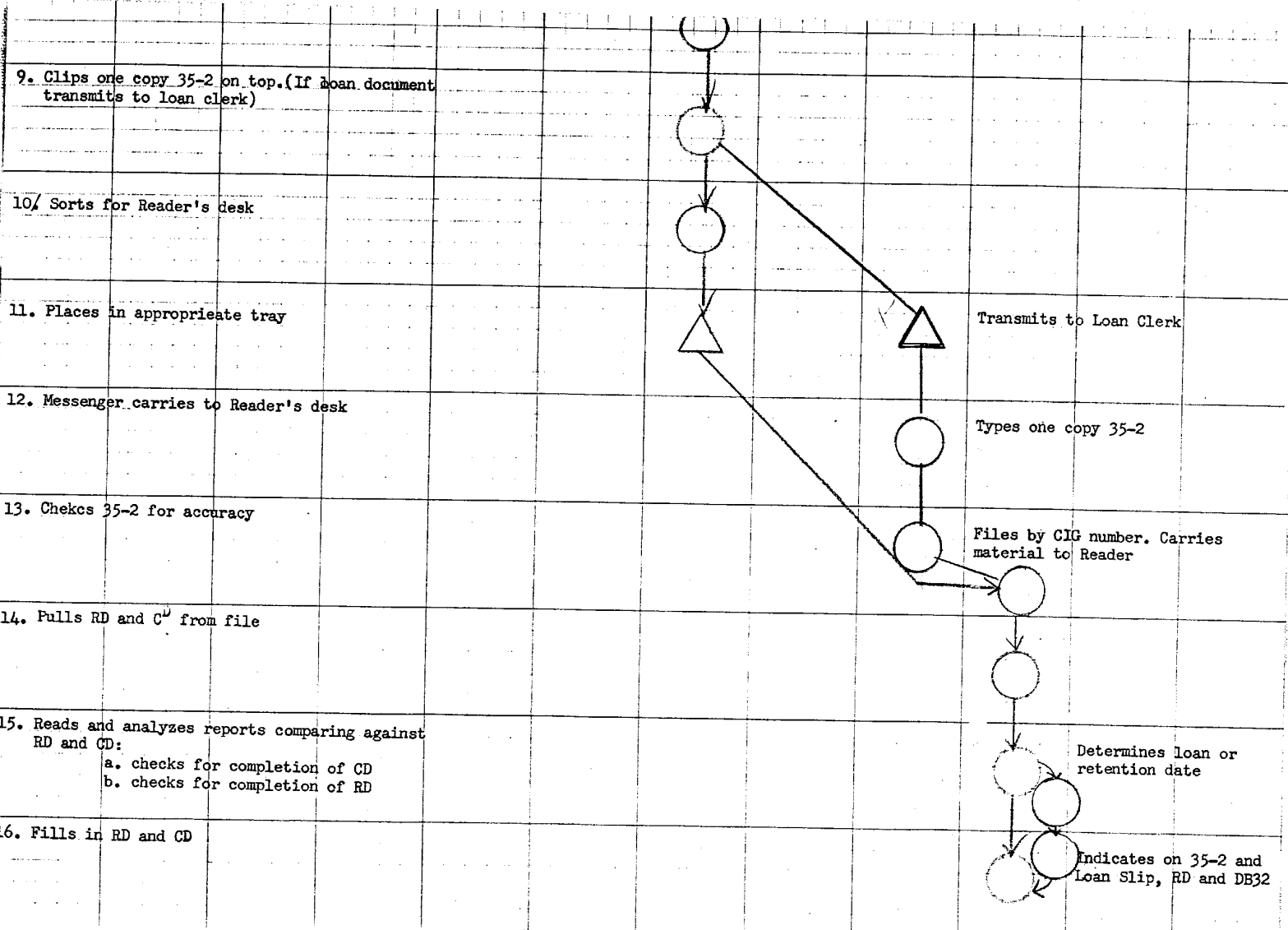
Inspection



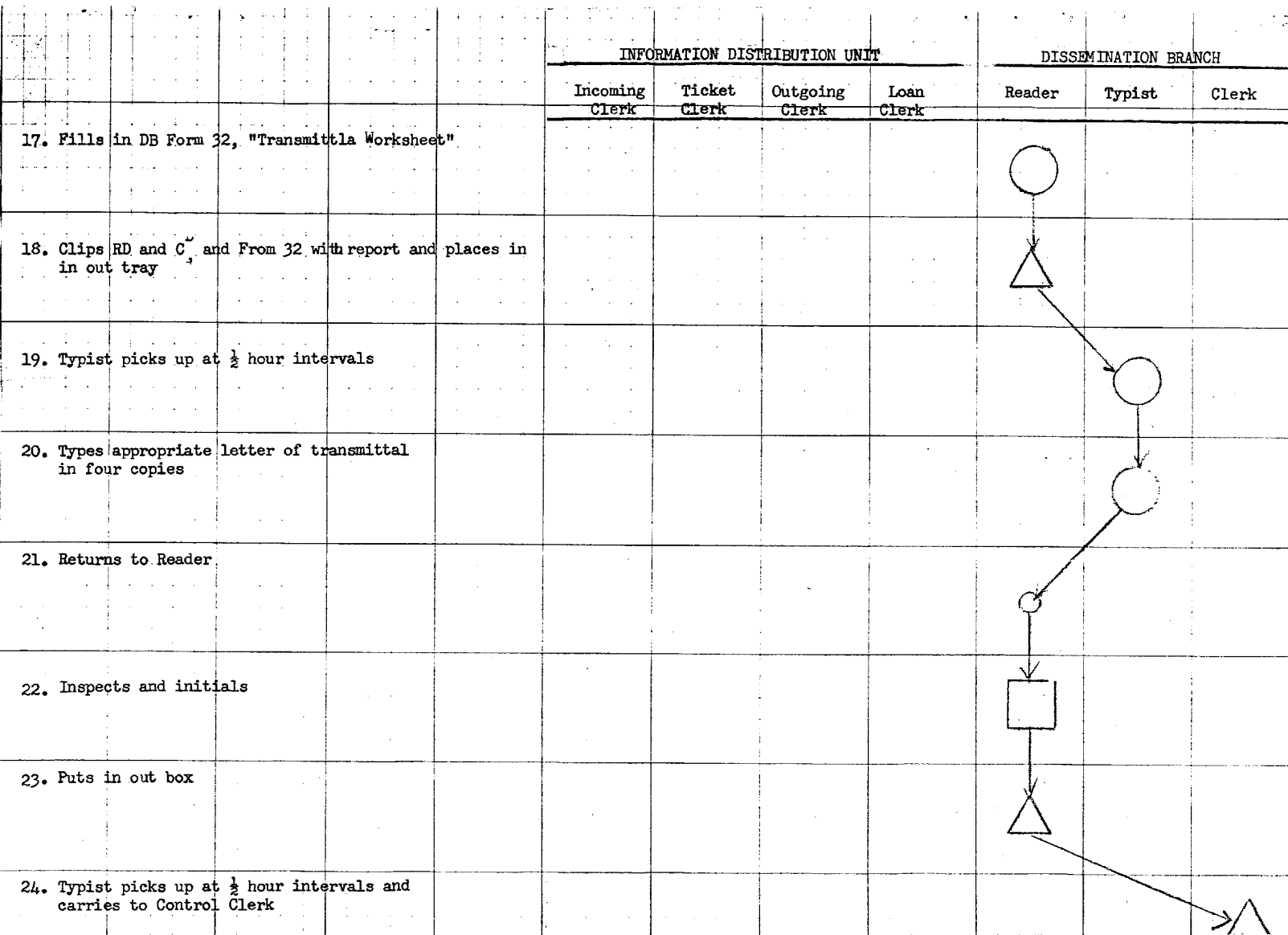
Transportation

RECEIPT OF INTELLIGENCE MATERIAL IN RESPONSE TO A COLLECTION DIRECTIVE	INFORMATION DISTRIBUTION UNIT				DISSEMINATION BRANCH		
	Incoming Clerk	Ticket Clerk	Outgoing Clerk	Loan Clerk	Reader	Typist	Clerk
1. Receives from Central mail							
2. Date and time stamps							
3. Assigns CIG number							
4. Attaches loan slip showing: a. date to be returned b. CIG number c. agency number							
5. Places in tray							
6. Identifies CIG number, security classification, source, date received, number of copies, number of enclosures, transmitting agency, date of document, agency number, subject, RD number, loan status							
7. Prepares form 35-2, Files Slip							
8. Staples four copies 35-2 to report							

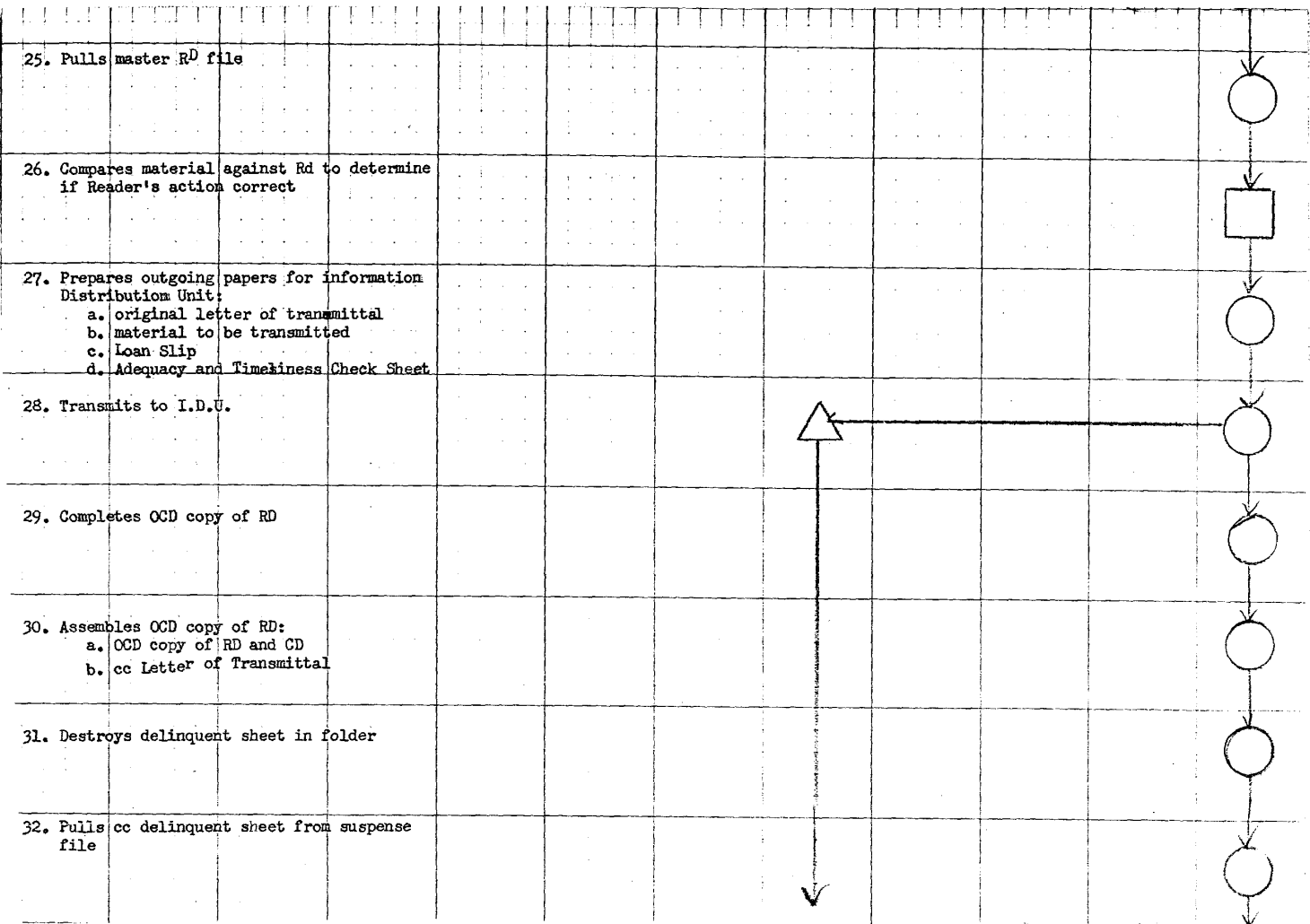
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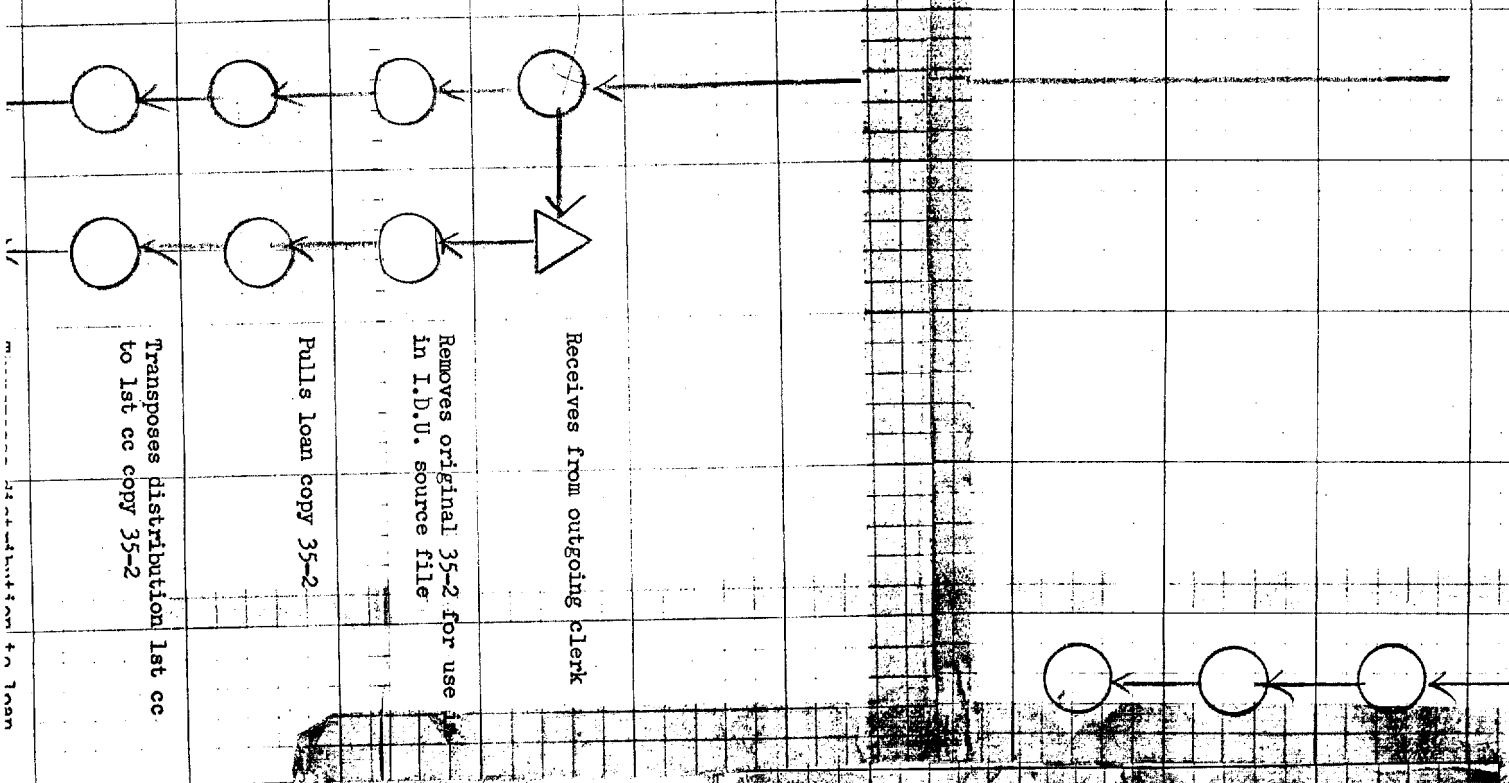


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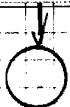








Record  
Clerk

43. Sorts copy of report in accordance with indicated distribution



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44. Prepares consolidated receipt										Transposes distribution to loan copy 35-2 and suspense date
45. Packages for delivery										Places loan copy 35-2 in suspense file
46. Places in outbox										Sorts copies of report in accordance with distribution indicated
										Prepares consolidated receipt and packages for delivery Places in outbox

COLLECTI

DE. ASST. DIR. COL. P-4  
 CHIEF REQUIREMENTS. G.  
 CONTROL CLERK (AFS)  
 INTELLIGENCE OFF. P-5  
 CHIEF SURVEY DIV. P-6  
 INTELLIGENCE OFF. P-6  
 SUB. INDEX CLERK  
 CD FOLDER CLERK  
 CHIEF CONTROL-CAF  
 PROCUREMENT OFF. P-4  
 PROCUREMENT OFF. P-4  
 TYPIST  
 IN. ASST. CAF-3



**IN SPECTION**



## OPERATION AND INSPECTION



# OPERATION



TEMPORARY STORAGE

Routine flow of RD's

Deviation from routine flow of RD's

Record and log keeping, not impeding  
flow of RD -

Checks only for

correct use of

Correct

Sends 1 cy

60-2 to folder

" 1 cy

60-1 to refer

index clerk

Sends 1 cy

60-2 to folder

Receives 1 cy 60-2

O.K.

O.K.

O.K.

Enters R.D. # headline & priority of 60-5

O.K.

Only about 1/2 of case

Then goes to R.D.

O.K.

O.K.

Carries to Division Clerk

O.K.

From this point forward present procedures are all only additional sheets in order to preserve legibility of this sheet.

On these separate sheets are

These annotations are summarized in proposed procedure into folder

*When these notes are made, it is the purpose,*

*which clear are this,*

*60-2*

*Check only*

*constant of*

*Correct*

*Sends 1 cy 60-2 to fol  
" 1 cy 60-1 to app  
index clear*

*Sends 1 cy 60-2 to fol*

*Reserve 1 cy 60-2*

*O.K.*

*O.K.*

*O.K.*

*Enters R.D. #1 deadline  
priority on 60-5*

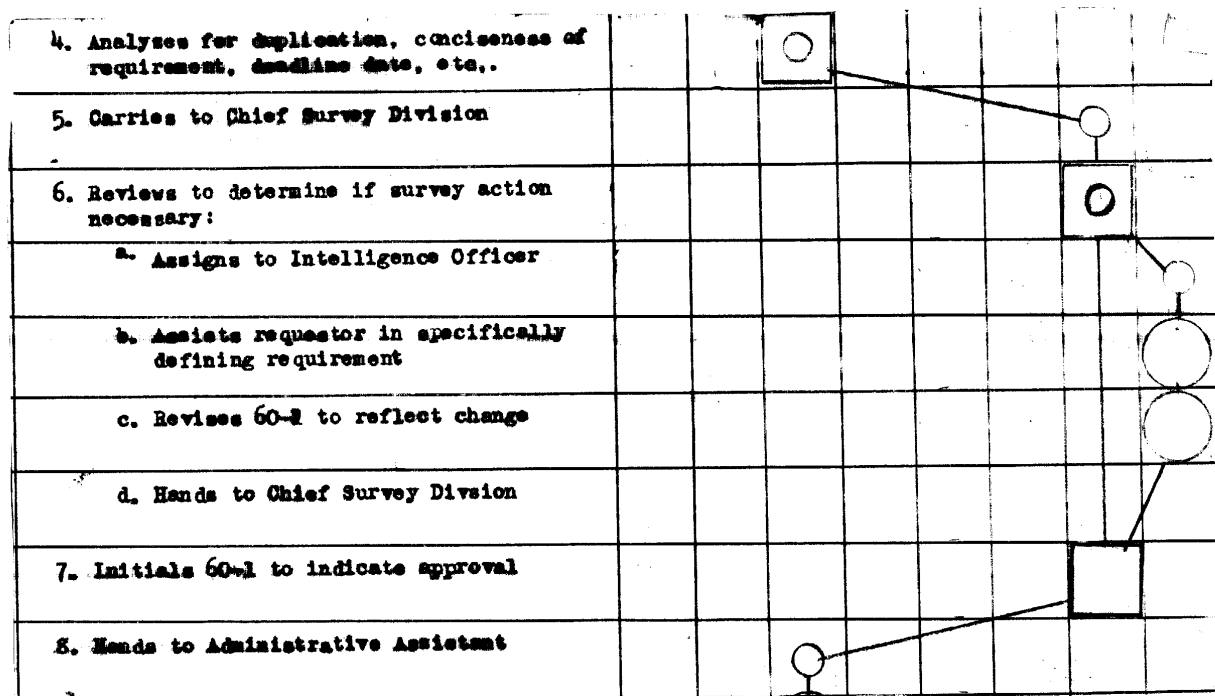
*O.K.*

*Only about 1/2 of ca*

*These same steps are  
summarized in program and  
procedure into history*

*These steps are  
Coll.*

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FLOW OF  
REQUIREMENT DIRECTIVES AND  
COLLECTION DIRECTIVES

OFFICE OF COLLECTION  
AND  
DISSEMINATION

1. Receives Collection Request (60-1)  
in mail
2. Time stamps
3. Carries to Admin. Ass't.
4. Analyzes for duplication, conciseness of  
requirement, deadline date, etc..  
If survey action is necessary,  
follow blue line and points:
  - a. carries to Ass't. Chief Survey Div.
- b. Analyzes: determines information  
needed to clarify request.
- c. Hands to Intelligence Officer
- d. Assists requestor in specifically  
defining requirement
- e. Revises 60-1 to reflect change
- f. Hands to Ass't. Chief, Survey Div.
- g. Reviews and initials, carries to  
Admin. Ass't., who
5. Assigns number and symbol to go on  
Requirement Directive Form 60-2
6. Carries to Control Clerk
7. Hands to Intelligence Officer for  
security classification review
8. Analyzes:  
If not classified correctly:  
Follow blue lines and points:
  - a. contacts requestor and resolves  
classification problem
  - b. changes 60-1 to reflect new  
classification
9. Initials and hands to Control Clerk
10. Types 5 copies Form 60-2
11. Segregates into 5 sets of 60-1's and  
60-2's.
12. Extracts one set for own use;  
Follow blue lines and points:
  - a. enters in log
  - b. enters in card file
  - c. files set in record book to be  
incorporated with CD and RD when  
returned from Dissemination.
13. Carries to Admin. Ass't.
14. Reviews for accuracy
15. Carries to [redacted] and waits while:

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25X1A9a

16. [redacted] reviews and signs

18. Reviews and initials

19. Hands to Admin. Ass't. who carries to Collection Branch

a. Admin. Ass't. advises Control Clerk of clearance of RD

c. Prepares acknowledgement and hands to Admin. Ass't.

d. Control Clerk mails

20. Receives 4 copies of RD

21. Checks for correct initials of Req. Br. Chief, signature of Dep. Ass't. Dir. of OCD, correct number of copies.

22. Date and time stamps

23. Detaches OCD record copy of RD and holds for later use in making subject index card. Upon completion forwards RD to Dispatch Clerk.

24. Carries 3 copies of RD to CD Folder Clerk

25. Receives 3 copies of RD  
10

26. Tags folder with RD number  
10

27. Attaches Collection copy of RD to inside of folder  
10

28. Attaches form 60-5 (Collection Plan) to inside of folder  
10

29. Enters requestors name, branch, RD #, deadline date on 60-5  
10

30. Stamps classification on folder  
10

31. Attaches expedite card to folder  
10

32. Places 2 dissemination copies of RD in CD Folder.  
10

33. Makes locator card



34. Places locator card in folder

10

35. Carries CD Folder with all enclosures to Chief Control

36. Receives CD Folder from CD Folder Clerk

37. Extracts 2 Dissemination copies of RD and hands to CD Record Clerk to use in making CD Record Cards. Upon completion the CD Record Clerk sends these 2 copies to Dispatch Clerk.

38. Analyzes to determine nature of request possible location of material, and determines correctness of deadline, clarity of requirement, and procurement officer to whom it will be sent.

39. Enters procurement officer name on 60-5

40. Indicates procurement officers name on locator card

41. Sends Locator Card to File Clerk

### 43. Receives CD Folder

45. Phones requestor to define requirement

47. Checks with requestor on limitations on availability

49. Drafts CD on CD Worksheet

## 51. Reviews and

53. Indicates suspense date on draft

55. Receives approved draft of CD

56. Assigns to typist

57. Types CD in 9 copies

58. Prepares Information Dispatch Slip

59. Proof reads CD with another employee

60. Returns typed CD to author

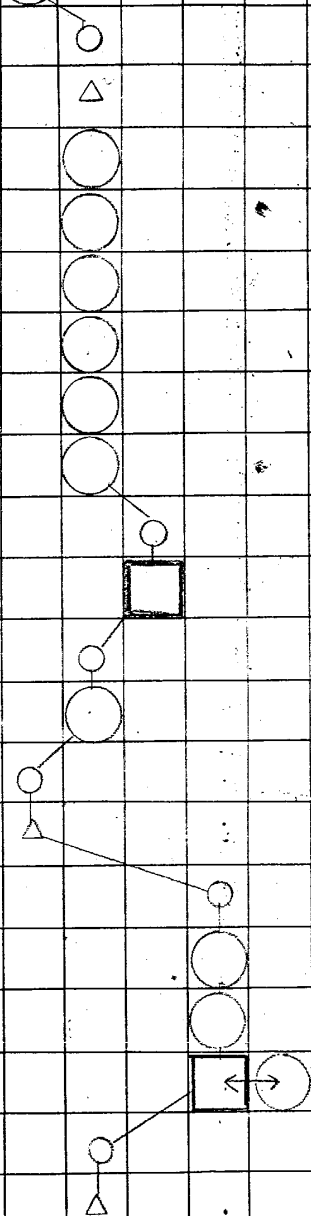
61. Receives typed CD

62. Reviews, checks for accuracy

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64. Forwards to appropriate signing *Sanitized* - Approved For Release : CIA-RDP51-00049A000100020002-4

65. Reviews

66. Signs

67. Forwards to Dispatch Clerk

68. Checks CD and Folder for discrepancies

69. Separates CD's

70. Extracts 3 copies <sup>RD</sup> from Jumbo Log

71. Hands 3 copies CD and CD Folder to File Clerk

72. Prepares courier and messenger receipts

73. Distributes:

a. 2 copies CD to Addressee (Collecting Agency)

b. 2 copies CD and 3 copies RD to Dissemination Branch

74. Receives two sets dissemination copies 60-1 and 60-2. One set OGD copy 60-1 and 60-2 and two copies CD

75. Reads 60-1 to determine which Reader should receive assignment

76. Detaches one set RD and CD and sends to responsible Reading Center Desk Officer

77. Prepares Control Card, DB number 34 showing agency employed, CD no., date received, reader, requestor, and classification and date received in dissemination

78. Places in control file

79. Assembles RD Folder with OGD copy 60-1 and 60-2

80. Prepares delinquent material *Sanitized* - Approved For Release : CIA-RDP51-00049A000100020002-4

81. Clips original in folder

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[illegible]

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ANALYSIS OF ATTACHED CHARTS

1. COMPLETE PROCESS

It is evident that well over half of the collection actions are completed within thirty days, i.e. twenty six actions being processed within thirty days as against seventeen taking more than thirty days. The chart also points up that the greatest number of actions are completed within a ten to twenty day interval.

2. WITHIN REQUESTING AGENCY

Of the fifty R.D.'s checked, two thirds (32) were processed in four days or less. The remaining third required four to ten days.

3. WITHIN COLLECTION BRANCH

The chart indicates that the majority of R.D.'s were processed through this branch in four days or less. The greater part of the activity taking place within a one to two day interval.

4. WITHIN SUPPLYING AGENCY

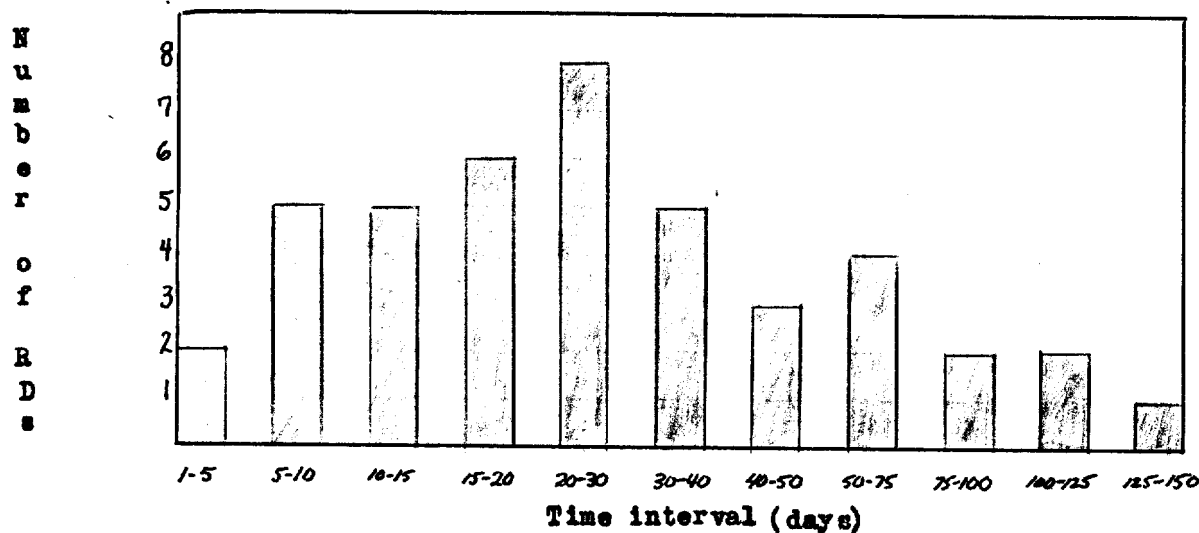
Approximately four fifths of all the R.D.'s checked were completed within thirty days; over half of these (18) were completed within ten days.

*To make these charts serve a useful purpose it would be necessary to make <sup>similar</sup> charts for the various types of R.D.s. For instance a Guide or Watch type R.D. is permanent until canceled, an Ad Hoc R.D. may take 5 to 120 or more days by nature of the material, a Transfer R.D. should be only a few days, and 'Compilation' R.D.s vary by the deadline set. The real picture is obscured in the chart by this variety, and by the fact that many R.D.s may be failures. A five percent sample cannot hit an equal distribution of types to give a representative average. We can prepare a full picture for you if desired, or it can be seen in our monthly summary charts. The unsuccessful or difficult C.R.s will always make the average picture look bad.*

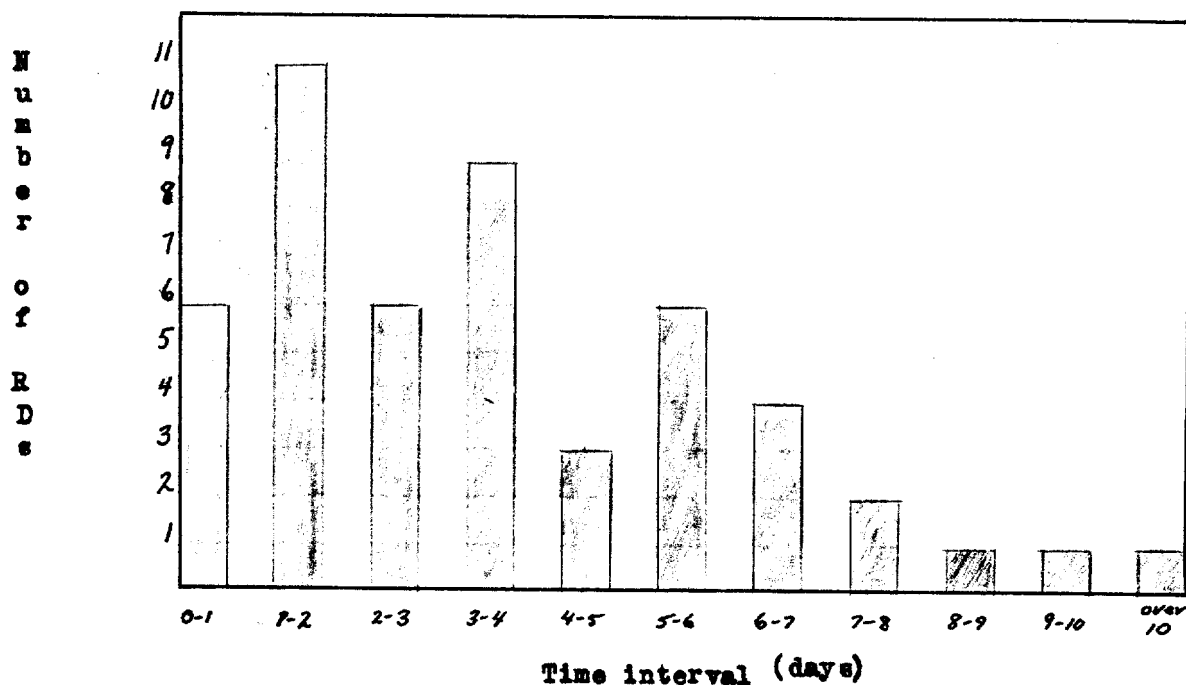
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Bar Charts showing processing time for action on Requirement Directives. Charts are based on a five percent sample covering a six month period.

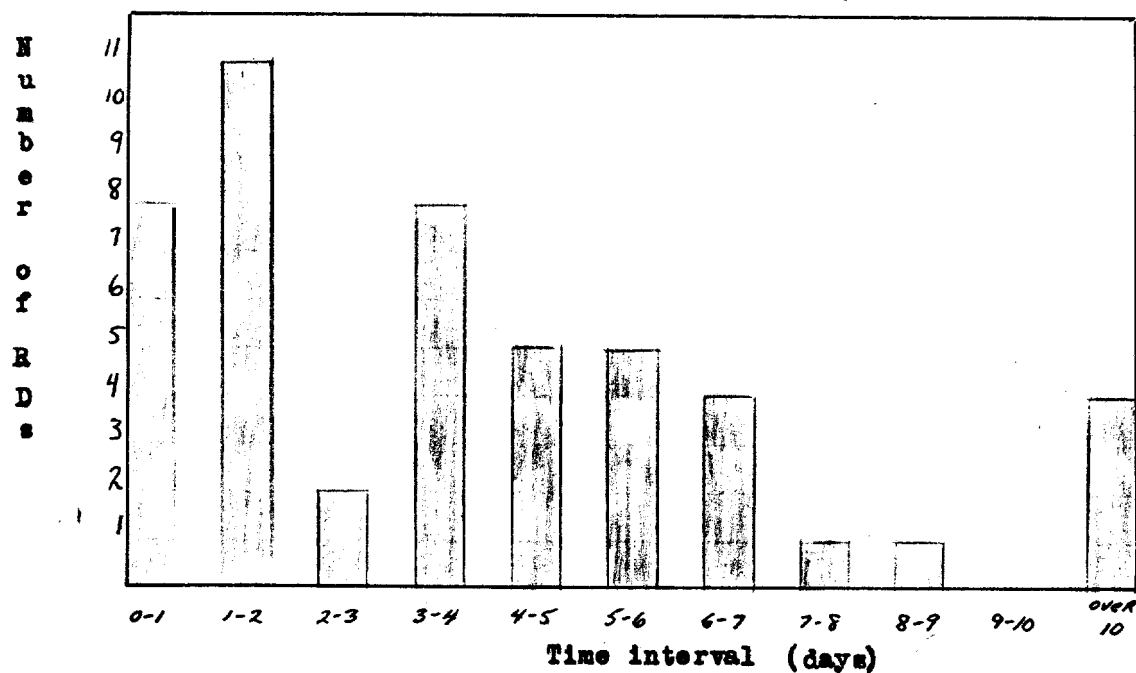
COMPLETE PROCESS



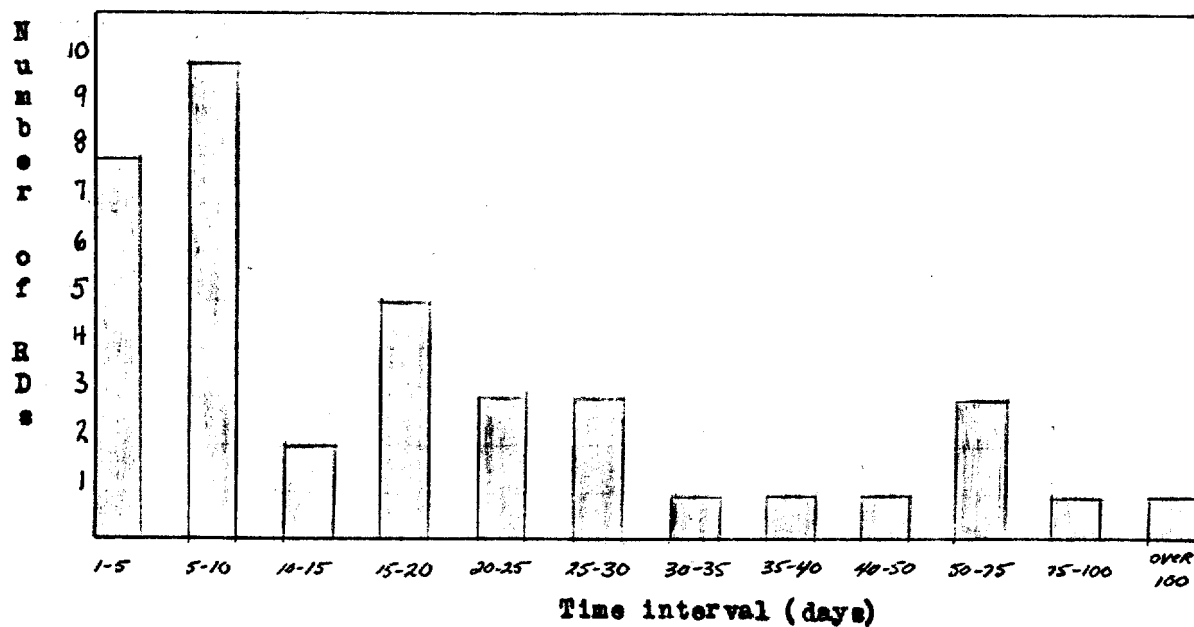
WITHIN REQUESTING AGENCY



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WITHIN SUPPLYING AGENCY



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ESTIMATE OF MAN-HOURS PER DAY  
PRESENTLY DEVOTED TO RD-CD ACTIVITY

	<u>Professional</u>	<u>Clerical</u>	<u>TOTAL</u>
Requirements Branch	15	13	28
Collection Branch	53	30	83
Dissemination Branch	<u>22</u>	<u>34</u>	<u>56</u>
TOTAL:	90	77	167

Recapitulation

Total man-hours per day - 167  
Average RD's processed per day - 10 : 16.7 man-hours per RD

Cannot understand how these figures are determined. Repts Br estimates 5 hrs a day for professionals to push RRs around instead of 15. Dissemination Br must play solitaire with them to use up 56 hrs a day! Miss Br has only recording and reading duties re RRs. If the reading time required to read all material in response to requests, the figures become meaningless - reading to determine dissemination is primary function of Rdy Center, regardless of RRs. On the other hand the systematic selection of intelligence items referring to RRs, from the flow of over 300 items a day, is as time consuming as picking needles out of hay stacks!

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INDEX

TAB "A"-----Procedure on Dissemination of  
ORE Intelligence

TAB "B"-----Process Chart of Receipt and  
Dissemination of Spontaneous  
material

TAB "C"-----Flow of Administrative Mail thru  
Dissemination Branch, OCD

PROCEDURE ON DISSEMINATION OF ORE INTELLIGENCE

- △ 1. Receives copy of ORE directive which initiates the study-Includes title of study and suspense date for completion of first draft.
- \* ○ 2. Sets up suspense based on ORE suspense date. *agree that these not needed but the knowledge helps in planning work.*
- \* ○ 3. Calls ORE Projects Division - Intelligence Staff (Lay) on suspense date of draft if study has not been received.

△ 4. Receives a carbon copy of ORE reproduction order and carbon copy of study.

○ 5. Reviews study in light of known requirements of the various agencies.

○ 6. Drafts Dissemination Order

○ 7. Typist types

□ 8. Review draft for typing accuracy

□ a. Forwards cc of order to projects division, ORE, (by informal agreement no concurrence is required from ORE, but ORE has the responsibility of notifying OCD if it takes exception to any part of the Dissemination Order)

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□ 9. Forwards to Branch Chief for concurrence

25X1A9a

\* □ 10. Forwards to Requirements Branch for concurrence

\* □ 11. Forwards to OCD Headquarters for concurrence

*Security review - maybe eliminated if standard form accepted but decision rests with OCP.*  
*signature This eventually, maybe delegated, but a copy for info of each div will still be required.*

△ 12. Forwards to IDU, Central Records for distribution action

○ 13. IDU distributes copies

○ 14. IDU endorses Dissemination Order indicating completion of dissemination

○ 15. Returns to OCD

△ 16. Files one copy of completed dissemination order together with one copy of the study

△ 17. OCD Headquarters files copy of Dissemination Order and one copy of the study.....

\* Questionable steps

○ Operation

△ Storage

□ Inspection

○ Transportation

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FLOW OF ADMINISTRATIVE MAIL THROUGH  
DISSEMINATION BRANCH  
OCD

Secretary to the Chief, Dissemination Branch

1. Receives administrative mail
2. Time stamps each piece
3. Assigns Dissemination Branch number to each piece
4. For those pieces of mail that require action by the Chief, Dissemination Branch; or for his information alone:
  - a. Prepares four 3 x 5 flimsy to be filed as follows:
    - 1) 1 copy by Dissemination Branch number
    - 2) 1 copy by subject
    - 3) 1 copy by source
    - 4) 1 copy held to be used as suspense copy as indicated by Chief, Dissemination Branch

For those pieces that will be referred to other members of the Dissemination Branch staff:

- b. Prepares seven copies of the 3 x 5 flimsy to be filed as follows:
      - 1) 1 copy by Dissemination Branch number
      - 2) 1 copy by subject
      - 3) 1 copy by source
      - 4) 1 copy held to be used as suspense copy as indicated by Chief, Dissemination Branch
      - 5) 3 copies held to accompany mail to officer referred
5. Carries mail to Chief, Dissemination Branch

Chief, Dissemination Branch

6. Reads mail
7. Assigns suspense date
8. Indicates referral
9. Initials
10. Transmits to Secretary

Secretary to the Chief, Dissemination Branch

11. Receives from Office of the Chief
12. Enters suspense date on 4th copy of flimsy
13. Files 4th copy of flimsy in suspense file

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15. For the mail completed by the Chief's action, or for his information alone:

a. Files mail in subject file

For the mail referred to other members of the staff:

a. Attaches 3 copies of flimsy

b. Carries to Clerk, Information Control, Section

Clerk, Information Control Section

16. Receives mail on referral
17. Detaches 3 copies of flimsy
18. Files 1 copy of flimsy by source
19. Files 1 copy of flimsy by subject
20. Files 1 copy of flimsy by suspense date
21. Carries mail to appropriate officer

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**LEGEND**

- : Normal flow
- : Operation
- △ : Storage
- : Transportation

## RECEIPT AND DISSEMINATION OF SPONTANEOUS MATERIAL

## INFORMATION DISTRIBUTION UNIT

## DISSEMINATION BRANCH

Incoming  
ClerkTicket  
ClerkOutgoing  
Clerk

Reader

1. Received from Central Mail



2. Time and date stamps



3. Assigns CIG number



4. Places in tray



5. Identifies CIG number, security classification, source, date received, number of copies, number of enclosures, transmitting agency, date of document, agency number, subject



6. Prepares Form 35-2



7. Staples four copies to report



8. Clips one copy on top



9. Places one copy aside for I.D.U. number file



10. Sorts for Reading Center desks



11. Places in appropriate trays



RECEIPT AND DISSEMINATION OF SPONTANEOUS MATERIAL

INFORMATION DISTRIBUTION UNIT

DISSEMINATION BRANCH

Incoming  
Clerk

Ticket  
Clerk

Outgoing  
Clerk

Reader

12. Messenger carries to Readers desk

13. Reads and analyzes to determine:

- a. accuracy of 35-2
- b. relation to existing R.D.'S
- c. if original distribution adequate, if not, calls to interested party to determine need
- d. calls originator to arrange needed distribution

14. Indicates distribution on 35-2 and places in outbox

15. Messenger carries to I.D.U.

16. Removes original file slip, 35-2, for use in I.D.U. source file.

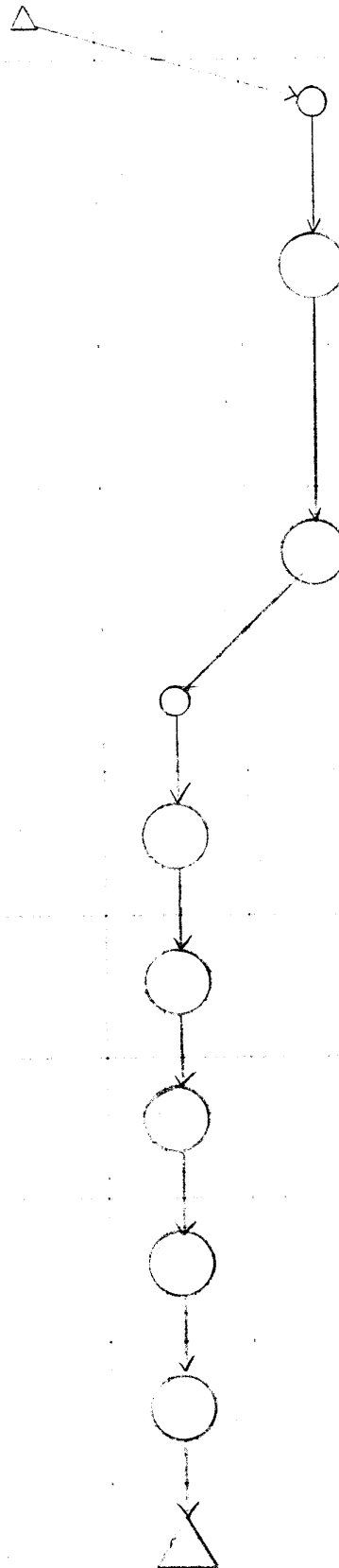
17. Transposes distribution to first copy (carbon) of 35-2

18. Sorts copies of report in accordance with indicated distribution

19. Prepares consolidated receipt

20. Packages for delivery

22. Places in outbox



TAB



*Exhibit IV*

STATEMENT OF FUNCTIONS

for

PROPOSED REORGANIZATION  
OFFICE OF COLLECTION AND DISSEMINATION

September 23, 1947

*Previous comments can easily be  
read in to these statements so are not  
repeated.*

OFFICE OF COLLECTION AND DISSEMINATION

The agency of the Director of Central Intelligence responsible for effecting coordinated collection and dissemination of, national intelligence information and intelligence.

ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION

1. Formulates policies and procedures relating to collection and dissemination of intelligence information and intelligence required for national security.
2. Implements procedures, established in accordance with <sup>NSC</sup> ~~NSA~~ policy, for coordinating collection and dissemination.
3. Determines the collection and dissemination requirements for intelligence information and intelligence to meet needs not currently satisfied and to eliminate duplication.
4. Provides CIA and other intelligence agencies with centralized information needed for procurement of intelligence information.
5. Ascertains the capabilities of various agencies to collect required intelligence information; initiates appropriate recommendations when no agency is capable of performing a required collecting mission.
6. Insures prompt and adequate dissemination of intelligence materials to all Federal intelligence agencies; in such dissemination, safeguards and adjusts the security classification of CIA intelligence materials in accordance with prescribed security policies.
7. Develops new and improved techniques and procedures for effecting collection and dissemination.
8. Provides for OCD participation on ad hoc committees appointed by the Executive Director for the purpose of investigating and recommending the need for, the adequacy of, and the extent of CIA intelligence services.

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ADMINISTRATIVE STAFF

1. Provides personnel service and negotiates with Executive for Administration and Management for logistic support for OCD operations.
2. Conducts organization and methods studies of and develops procedures for overall OCD operations.
3. Organizes and compiles operating statistics and data to assist the Assistant Director, OCD, in determining status and effectiveness of OCD operations and work programming.
4. Coordinates budget activity for the Office; upon request of the Assistant Director organizes and compiles analyses of OCD operations for use in budget presentation and for other reporting purposes.
5. Tabulates and analyzes replies to queries on adequacy and timeliness of OCD service on collection requests.
6. Operates an Office Message Center
7. Supervises internal security of OCD.

COLLECTION BRANCH

1. Formulates policies and procedures for coordinating the collection of intelligence materials affecting the national security.
2. Receives all requests for intelligence materials and renders continuous guidance to requestors in presenting their requests.
3. Takes direct procurement action to expedite receipt of documented intelligence materials requested through OCD.
4. Implements National Intelligence Requirements and other comprehensive collection requests by coordinated collection planning and by assignment of collection missions to the intelligence collecting agencies of the federal government and CIA.
5. Constantly surveys, assesses, and analyzes the collection capabilities and limitations of governmental and CIA reporting services to obtain and to make available adequate intelligence information.
6. Recommends corrective action to provide intelligence collection coverage for those areas where gaps are known to exist.
7. Prepares recommendations for development of new and improved means of collection and the coordination of collection techniques among the collecting agencies of the government and CIA operations offices.
8. As directed, serves as OCD participant(s) on ad hoc committees appointed by the Executive Director to investigate and to recommend need for and extent of CIA services.
9. Supplies Reference Center, <sup>A+M</sup>~~CRC~~ with data on intelligence information requests transmitted through OCD, on collection capabilities of Federal agencies, and on location and availability of intelligence materials.

CENTRAL CONTROL SECTION

1. Provides Message Center service for all papers relating to collection requests.
2. Assigns incoming collection requests to appropriate procurement officer.
3. Maintains records and files of collection requests.
4. Provides Reference Center, <sup>A+M</sup>~~CRC~~, with requirement data contained in collection requests.
5. From records maintained in the section, compiles statistical reports on collection activity.

DOCUMENT DIVISION

1. Analyzes collection requests for documented information to determine correctness of specification, possible duplications, and appropriateness of specified deadline date.
2. Negotiates with requestor where necessary to clarify requests.
3. Provides training and guidances to ORE researchers and other requesters in preparation of requests for intelligence information.
4. Negotiates with suppliers of documented information for establishment of working relationships and procedures which will expedite the procurement of materials.
5. Personally procure requested documents from intelligence agencies of the Federal government.
6. Surveys the files and libraries of the Federal agencies to ascertain the location and availability of intelligence materials; reports findings to Reference Branch, ~~ORE~~ A+M

FIELD DIVISION

1. Analyzes requests for intelligence information and National Intelligence Requirements which presuppose field activity.
2. Maintains liaison with Reference Center, <sup>A+M</sup> ~~ORE~~ to determine what existing materials may in whole or in part satisfy a request.
3. Contacts the requester and ORE, Plans and Policy Staff, in case of NIR, to identify specific items of information which cannot be found in existing materials.
4. Prepares a collection plan for procuring the desired information.
5. From an analysis of the collection plan, issue collection directives to the intelligence collecting agencies of the Federal government and CIA.
6. Periodically follows up with supplying agencies to determine progress achieved in fulfilling collection missions.
7. Surveys collection capabilities of field sources of the intelligence collecting agencies and CIA. Reports findings to Reference Center, ~~ORE~~ A+M
8. Determines deficiencies in the government-wide collection activity and negotiates ~~with~~ with the intelligence collecting agencies to insure adequate collection coverage and to improve techniques and procedures for effecting collection.

#### DISSEMINATION BRANCH

1. Formulates policies and procedures for coordinating the dissemination of intelligence materials required for the national security.
2. Studies inter-departmental dissemination of intelligence materials to determine gaps, duplications and other deficiencies in dissemination activity; recommends corrective action.
3. Coordinates with ICAPS, Collection Branch, OCD, ORE Plans and Policy Staff, and with Reference Center, ~~ORE~~ <sup>ARM</sup>, to determine dissemination requirements.
4. Determines internal CIA and additional external distribution of all intelligence material from other Federal intelligence agencies.
5. Formulates policies and procedures for the dissemination of CIA prepared intelligence materials and prescribes dissemination for such materials.
6. Identifies intelligence materials specifically requested by CD action and determines distribution for such materials.
7. Insures prompt and adequate dissemination of CIA intelligence materials and safeguards and adjusts the security classification of such materials in accordance with prescribed security policies of CIA.
8. Coordinates with the Executive for Administration and Management to effect necessary reproduction and distribution of intelligence materials.
9. In conjunction with the Executive for Administration and Management, exercise control over the storage, destruction and other disposition of CIA intelligence material.
10. As directed, serves as OCD participant(s) on ad hoc committees appointed by the Executive Director to investigate and to recommend need for and extent of CIA services.

#### INTER-DEPARTMENTAL INFORMATION DIVISION

1. Implements <sup>NSC-</sup> ~~NSC~~-CIA policies and procedures concerning Inter-Departmental dissemination.
2. Studies techniques employed in Inter-Departmental dissemination and recommends corrective action to resolve procedural problems and to generally improve such dissemination.
3. Coordinates Inter-Departmental dissemination to eliminate duplication and to insure adequate and timely dissemination of the intelligence material.
4. Reviews all cables received from Federal intelligence agencies to determine further distribution within CIA and other Federal intelligence agencies.

5. Maintains an Inter-Departmental Reading Panel, whereby inter-departmental dissemination is simplified and expedited.

6. Identifies intelligence materials specifically requested by CD action and determines the distribution for such material.

7. Reviews spontaneous intelligence material received from outside CIA to determine the distribution for such material.

8. Coordinates inter-departmental reproduction activity for intelligence materials, and in special cases, provides reproduction service.

9. Coordinates with the Security Control Section, Internal Information Division, OCD, to recommend that action be taken to downgrade or declassify intelligence materials originating outside CIA.

#### INTERNAL INFORMATION DIVISION

1. Initiates activity and effects coordination needed to formulate standard distribution patterns for the various types of ORE intelligence.

2. Prepares distribution and mailing lists and obtains concurrences needed for the distribution of CIA intelligence information.

3. Reviews ORE intelligence to adjust standard dissemination patterns to known requirements for the intelligence and assures adequate and timely dissemination of the documents.

4. Identifies CIA intelligence materials specifically requested and determines the distribution for such materials.

5. Supervises overall dissemination of CIA materials and recommends corrective action to be taken in resolving problems pertaining thereto.

6. In accordance with CIA security policies:

a. Insures the security of recipients of CIA intelligence materials

b. When requested, downgrades or declassifies items of CIA intelligence, if justified.

c. Renders advice as to appropriate security classification for items of CIA intelligence materials

d. Reviews intelligence materials which originate outside CIA for the purpose of recommending to the originator that such materials be downgraded or declassified.

7. Maintains control over the storage, destruction, and other disposition of CIA intelligence materials.

TAB



**CONFIDENTIAL***EXHIBIT II***OFFICE OF ASSISTANT DIRECTOR**

Assistant Director	P-8
Deputy Asst. Director	P-8
Secretary	CAF-7
Clerk-Stenographer	CAF-4

**ADMINISTRATIVE STAFF**

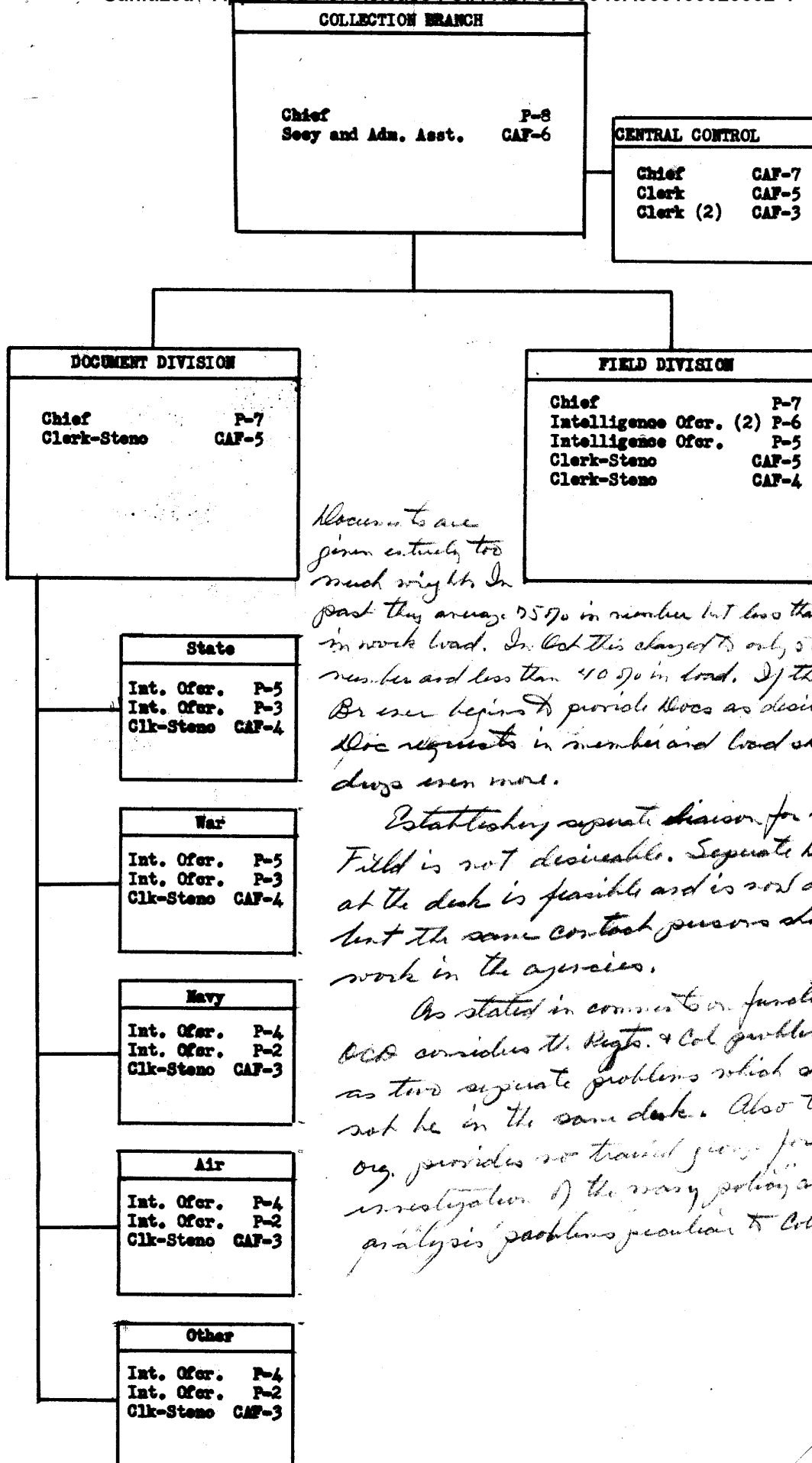
Administrative Officer	CAF-1
Statistical Analyst	CAF-7
Administrative Asst.	CAF-7
Message Clerk	CAF-5
Clerk-Stenographer	CAF-4

*Comments on functions  
apply.*

OPERATING

BRANCHES

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Documents are given entirely too much weight. In past they averaged 75% in number but less than 50% in work load. In Col this changed to only 50% in number and less than 40% in load. If the Ref. Bureau begins to provide docs as desired, the doc requests in number and load should drop even more.

Establishing separate liaison for Doc & Field is not desirable. Separate handling at the desk is feasible and is now done, but the same contact persons should work in the agencies.

As stated in comments on functions, OGC considers V. Rights & Col problems as two separate problems which should not be in the same desk. Also this org. provides no trained group for investigation of the many policy and analysis problems peculiar to Collection.

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*Provides no adequate information control desk which is absolutely essential. Now use 4 CAFs. 1 CR Clerk provided cannot possibly do the job*

DISSEMINATION BRANCH	
Chief	P-8
Secy and Adm. Asst.	CAF-6

INTER-DEPT. INFO. DIVISION	
Chief	P-7
Clerk-Steno	CAF-5
C.R. Clerk	CAF-4

INTERNAL INFORMATION DIV.	
Chief	P-7
Secretary	CAF-5

State	
Int. Ofcr.	P-6
Int. Ofcr.	P-3
Clk-Steno	CAF-4

Inf. Dist.	
Int. Ofcr.	P-4
Int. Ofcr.	P-3
Clk-Steno	CAF-3

*This must have same requirement controls as agency info. It belongs in other Div*

War	
Int. Ofcr.	P-5
Int. Ofcr.	P-3
Clk-Steno	CAF-4

Intell. Dist.	
Int. Ofcr.	P-6
Int. Ofcr.	P-3
Clk-Steno	CAF-3

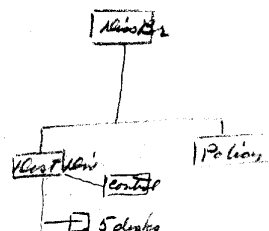
*This a minor job: not full-time. It is different from info dist. and is presently done by policy div which comprises 1 P-6 + 1 CAF. Prefer continue this and add an asst as needed.*

Navy	
Int. Ofcr.	P-4
Int. Ofcr.	P-2
Clk-Steno	CAF-3

Sec. Control	
Int. Ofcr.	P-5

Air	
Int. Ofcr.	P-4
Int. Ofcr.	P-2
Clk-Steno	CAF-3

*Present organization more efficient and preferable to this.*



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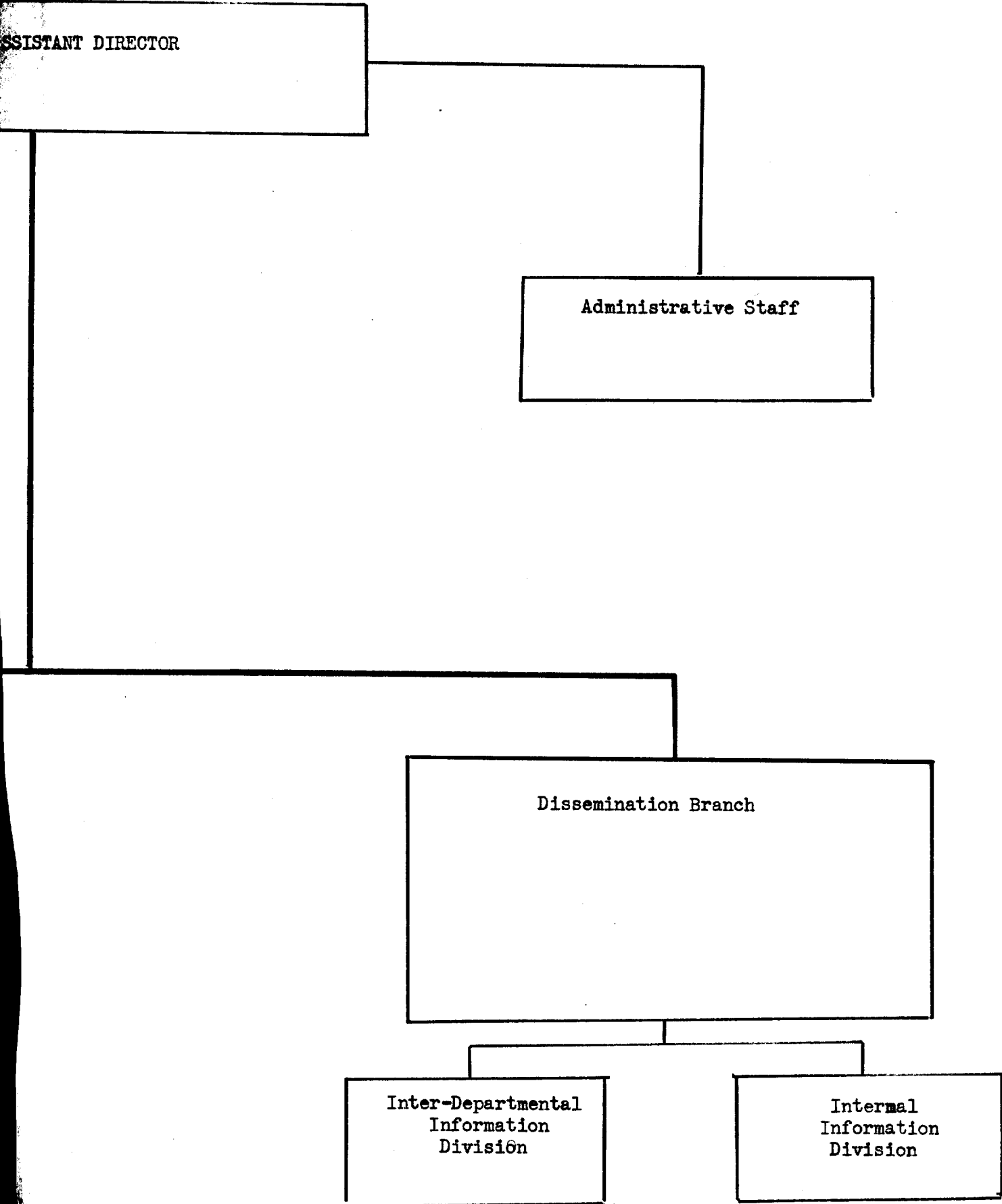
OFFICE OF

Collection Branch

Central  
Control

Document Division

Field Division



Next 1 Page(s) In Document Exempt

4. (Continued)

The procurement planning, the procedures employed, the review required, and the time lapse in satisfying the request differ considerably in processing these two types of requests. Separation of these requests will allow for more expeditious handling of both types since the Procurement Officer can specialize and can use the same procedures for the requests he handles. The separation will also allow for more specialized procedures for each type. *True. - This is not done.*

5. Both divisions are given the responsibility for determining collection potential for the type of information it procures.

6. The functions of Central Control, attached to the Chief, Collection Branch, is limited to daily control of the Collection Request. Message center activities involving administrative mail should rest with the Branch Chief's secretary. *This has been regular procedure so far as I know.*

E-Dissemination Branch

1. The proposed organization is based on the source of the intelligence materials disseminated by the Branch, namely,

a. CIA materials

B. Other agencies' materials

*Fallacious division. All raw info should go through one set of controls because of requirements system set up. CIA provided intel. is a very minor problem.*

Entirely different procedures are utilized in disseminating these two types of materials. *True, but same requirements & controls needed.*

2. Dissemination of CIA materials imposes subsidiary functions which can best be handled within the same organizational unit. For example, the security control function formerly in the Requirements Branch has been transferred to the Internal Information Division of Dissemination Branch as this activity relates exclusively to CIA materials. *? Don't think so. ?*

Likewise, dissemination of other agencies' materials requires activities peculiar to dissemination of this type of material, e.g., third agency review. *Handled very efficiently by present disk system.*

3. The dissemination policy function formerly accorded division status becomes the responsibility of the Chief of the Branch with assistance from his division chiefs. *Plan eventually to add one disk for control of CIA info now being handled on Air disk.*

4. Analysis of Dissemination Branch statistics will be performed by the Administrative Staff to allow for overall OCD interpretation. *? Not as well as at present.*


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 recommendation  
at time of dissolving  
old OCD

REQUIREMENTS

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PROPOSAL FOR TRANSFER OF REQUIREMENTS BRANCH, OCD FUNCTIONS

1. Ascertain Intelligence Requirements

- a. Surveys to determine requirements
- b. Coordination of requirements
- c. Analysis of requirements
- d. Dissemination requirements
- e. Furnishing requirements to interested branches and offices

Proposal:

a. Create a requirements section in Program Division, Plans and Policy Staff, ORE which will be responsible for gathering and codifying ORE requirements, for initiating collection requests to fill in gaps, and for integrating IAC and non-IAC requirements with ORE to produce national intelligence requirements. This staff should be small (not over 5 professional and 3 clerical people) and should be exclusively concerned with the requirements job. This staff should be available to serve on agency survey teams when requirements are the objective and should be available to consult with Dissemination Branch and other ORE and CIA branches and offices on problems relating to requirements.

b. The requirement section proposed in "a" above should be primarily responsible for analyzing requirements to determine duplications and gaps. This activity should be closely coordinated with the analysis activity of Collection Division, Reference Center, where analyses of collection potential and collection coverage will be made.

c. The Dissemination Branch, ORE will be responsible for developing and codifying dissemination requirements. However, it should work closely

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with the proposed requirements section, Plans and Policy Staff, ORE, to permit inter-change of requirement information.

2. Timeliness and Adequacy Checks

- a. Timeliness, adequacy and utilization of CIA intelligence
- b. Timeliness, adequacy and utilization of CIA intelligence information
- c. Timeliness and adequacy of collection service
- d. Timeliness and adequacy of dissemination service

Proposal:

a. ORE Plans and Policy Staff and ICAPS in its day-to-day liaison with IAC agencies will, to a large extent, determine the reaction of IAC agencies to CIA intelligence. If need exists for a comprehensive survey, this can be performed by an ad hoc survey team composed of representatives of the interested offices.

b. ORE branches will, to a large extent, determine the timeliness, adequacy, and utilization of CIA intelligence information. This activity should be coordinated through ORE Plans and Policy Staff. ICAPS and ORE liaison with IAC agencies will gather outside reaction.

c. The analysis section of Collection ~~Division~~ will have data available to determine timeliness and adequacy of both collection and dissemination services.

3. Coordination of Inter-departmental Dissemination

Proposal:

Dissemination ~~Branch~~, ORE with advice from ICAPS will be responsible for this coordination.

4. Security Controls

Proposal:

Within I&S policies and upon advice from I&S, the Collection Division, Reference Center, and the Dissemination Branch,

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
ORE, will be responsible for effecting required security for intelligence materials handled within the collection and dissemination process.

5. Administrative Control of Collection Requests

Proposal:

No overall control is needed. Collection Division, Reference Center and Dissemination Branch, ORE, will control requests while under their jurisdiction and will coordinate on mutual problems.

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COLLECTION BRANCH

DISSEMINATION BRANCH

IDU

SUPPLIER

33. Indicates completion of assignment and date of dispatch of dist. order and 60-1

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Control Clerk

Intell; Officer

Clerk-typist



34. Forwards 60-1 (copy received from supplier if materials were obtained outside IDU) to Dissemination Branch



35. Files copy of Dist. Order in the completed file



36. Indicates action completed on control card



37. Forwards to appropriate section



38. Pulls set of 60-1 and dist. order from suspense file



39. Notes date action completed on dist. order



40. Substitutes copy of 60-1 received from IDU for file copy, destroying file copy of 60-1



41. Files set of dist. order and 60-1 in completed file



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CONFIDENTIAL

COLLECTION BRANCH

DISSEMINATION BRANCH

IDU

SUPPLIER

16. Forwards all copies of 60-1 sanitized either intell. dist. or info. section of internal info. division

17. Determines location of materials

18. Prepares distribution order, indicating delivery to IDU if it is not stored in that section

19. Clerk types distribution order

20. Intell. officer reviews and signs distribution order

21. Prepares three sets of distribution order attached to 60-1

22. Routes one set via control desk to holder of material

23. Routes second set via control desk to IDU, if materials are stored outside that section

24. Files third set in suspense file

25. Records name of supplier to whom dist. order is addressed on control card in space provided for "agency employed."

26. Indicates suspense date on control card

27. Forwards sets of dist. orders and 60-1 to designated ~~recipient~~ IDU

28. ~~Receives distribution order~~ and identifies materials requested.

29. Forwards materials requested to IDU (if not already in IDU) together with copy of 60-1

30. Receives materials and identifies by 60-1 CR No. on file

31. Packages materials in accordance with appropriate security controls

32. Forwards materials to requester

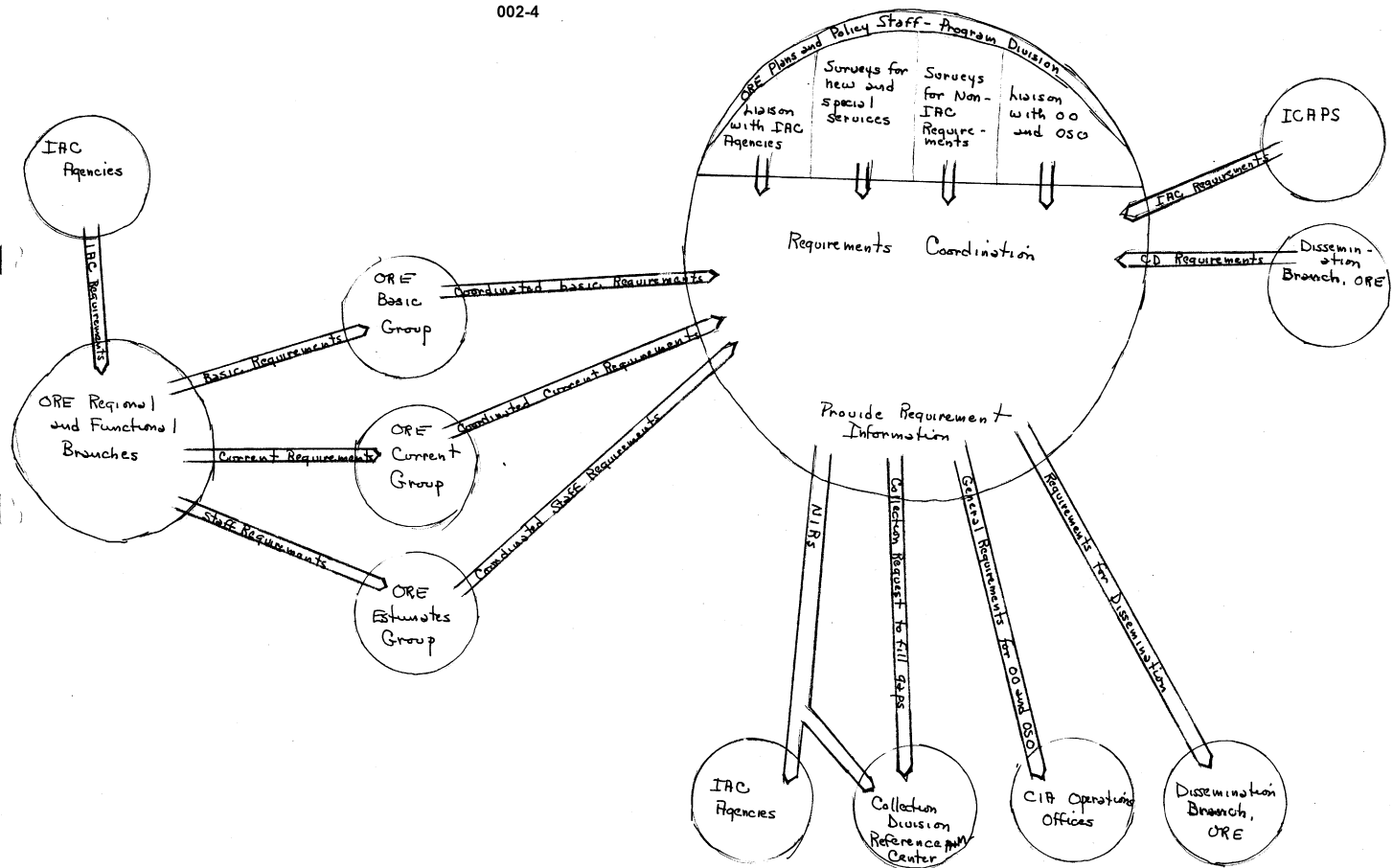
Chief  
Control  
ClerkIntell.  
OfficerClerk  
TypistControl  
Clerk

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Chart III

# REQUIREMENTS COORDINATION



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PROPOSED PROCEDURE FOR  
STATUS CHECK OF COLLECTION DIRECTIVES

DISSEMINATION BRANCH, OCD

Record Clerk

1. Control Clerk completes "Weekly Report on Collection Requests". (Attachment "A") in five copies. Distribution is as follows:
  - a. two copies to Collection Branch for Status Check
  - b. one copy to Administrative Staff for Adequacy and Timeliness analysis.
  - c. one copy to Office of The Assistant Director for information
  - d. one copy for Dissemination Branch records
2. Two copies transmitted to Collection Branch, Central Control.

COLLECTION BRANCH, OCD

Record Clerk

3. Receives two copies of report in mail
4. Places one copy in box for transmittal to the Chief, Collection Branch for information.
5. Reads remaining copy of report to determine delinquent Collection Directives.
6. Extracts folders from file containing delinquent Collection Directives
7. Determines author of Collection Directives by consulting the Collection Plan sheet (Form 60-5) in the folder
8. Places "C.D. Status Check Sheet" (Attachment "B") on folders, indicating routing to appropriate Procurement Officers on the upper portion of form. Affixes date to upper portion of form.
9. Transmits to Procurement Officer.

Procurement Officer

10. Receives folders with attached forms
11. Contacts supplying agency to learn when materials will be received.



12. Contacts requestor to inform him of when materials will become available

13. Notes these two contacts on the "C.D. Status Check Sheet"

14. Determines the new suspense date and notes on "C.D. Status Check Sheet".

15. Returns folder and attached "C.D. Status Check Sheet" to Central Control.

Record Clerk

16. Receives folder with attached "C.D. Status Check Sheet" from the Procurement Officer

17. Enters the new suspense date on the C.D. Record Cards.

18. Enters the new suspense dates on the "Weekly Report on Collection Requests" in the space marked, "For Collection Branch Only".

NOTE: This space will be used to notify Dissemination Branch in the event that the Collection Directive has been cancelled when such cases occur.

19. Forwards the "Weekly Report on Collection Requests" to the Dissemination Branch, Record Clerk.

DISSEMINATION BRANCH, OCD

Record Clerk

20. Receives "Weekly Report on Collection Requests"

21. Changes suspense dates on Records Cards

22. Circulates report to all Readers indicating return to Record Clerk

23. Files report.

NOTE: This report to be held no longer than six months.

From: \_\_\_\_\_

Through \_\_\_\_\_

Collection Actions Completed				Delinquent Actions		
Collection Request No.	Date Completed	Collection Directive No.	Date Completed	Collection Directive No.	Suspense Date	For Collection Branch Action Revised Suspense Concentration

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ATTACHMENT "B"

C. D. STATUS CHECK SHEET

PROCUREMENT OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

C.D. NUMBER \_\_\_\_\_

1. Supplying Agency contacted \_\_\_\_\_

2. Remarks \_\_\_\_\_  
\_\_\_\_\_

3. New Suspense date \_\_\_\_\_

4. Requestor notified \_\_\_\_\_

TAB

PROPOSED A & T CHECK PROCEDURES

A. Scope of Activity

1. All requestors will be asked to comment on CIA service by returning OGD Form 60-\_\_\_\_ "Requestors Comments on CIA Service", see EXHIBIT V, Tab "C". This form will accompany the intelligence materials transmitted by Dissemination Branch, OGD, which complete a Collection Request.

2. The comment forms will be returned to the Administrative Staff, OGD.

3. The Administrative Staff will forward all unfavorable comments to the Assistant Director, OGD.

4. The Administrative Staff will check returned comments forms against the Dissemination "Weekly Report on Collection Request" to determine the extent of return. (See EXHIBIT VI, Status Check Procedure, Attachment "A")

5. If the requestor fails to return the comment form, it will be assumed that service rendered was satisfactory. No other follow-up will be made.

B. Steps Taken in Procedure

1. Dissemination Branch

a. Reports to Administrative Staff as Collection Requests are completed on OGD Form 60-\_\_\_\_, "Weekly Report on Collection Requests."

2. Administrative Staff

a. Receives requestors' comment forms and notes date received on master list of CR numbers.

b. Transposes comments of requestors to master list by checking appropriate columns.

c. If comment is wholly favorable, forwards comment form to Collection Branch

d. If comment is unfavorable, forwards to Assistant Director, OGD.

4. Assistant Director, OCD

- a. Notes unfavorable comment
- b. When necessary, issues a directive to correct the situation
- c. Forwards comment form to Collection Branch.

5. Collection Branch

- a. Receives both favorable and unfavorable comments forms.
- b. Chief Collection Branch and responsible Procurement Officers review comment forms
- c. Chief, Control Section directs filing of comment forms in the appropriate CR folder.

6. Administrative Staff

- a. Prepares periodic reports on overall adequacy and timeliness of OCD service.

TAB

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USE OF COUPON ROUTE SLIP (Form )

A. PURPOSE

The Coupon Route Slip is designed to perform two actions simultaneously:

1. Route the Collection Request
2. Advise Central Control currently on the location and the status of the request

B. OPERATION

1. Upon receipt of a Collection Request:

- a. Central Control Chief indicates procurement officer to whom request is assigned on bottom line of Coupon 1 and forwards to record clerk.

NOTE: Entry of procurement officers name on bottom of Coupon 1 advises record clerk of both assignment and subsequent routing of the request.

- b. Record Clerk prepares CD Record Card, indicating Procurement Officer to whom assigned and forwards to procurement officer.
2. When Procurment Officer determines that request should be referred to another desk (exclusive of his typist or Central Control) he completes Coupon 1. and forwards to appropriate recipient.

NOTE: The Coupon serves as a buck slip in the transfer.

3. When the request reaches designated recipient:

- a. The recipient detaches coupon 1 and forwards to Central Control.

4. When coupon is received in Central Control:

- a. Record clerk transcribes name of recipient, date of transfer, remarks of sender to CD Record Card.

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~~CONFIDENTIAL~~

- b. Destroys coupon
- 4. When holder of request completes his action on the request:
  - a. He completes Coupon #2
  - b. Forwards to next recipient

NOTE: Action same as step 2
- 6. When new recipient receives request, he:
  - a. detaches Coupon 2 and forwards to Central Control

NOTE: Action same as step 3
- 7. Central Control records transfer information from coupon to CD Record Card (Same as step 4)
- 8. As other referrals occur steps 2,3,4, are repeated for Coupon 3,4,5,, if necessary.
- 9. When Collection Branch action is completed:
  - a. Holder forwards request to Central Control with unused Coupons attached to request.

NOTE: No Coupon is used when request is sent to Central Control.
  - b. Central Control checks entries on CD Record Card against number of Coupons used.
  - c. Central Control destroys unused Coupons when CD's are dispatched.

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## TAB "C"

## FORMS PROPOSED FOR THE COLLECTION REQUEST PROCEDURE

<u>Attachment</u>	<u>Number</u>	<u>Name or description of form</u>
"A"	60-1	Request For Intelligence Information (Collection Request)
"B"		Coupon Route Slip
"C"	60-5	Collection Plan
"D"		OCD, Collection Branch, CD Control Card
"E"		Acknowledgment Form
"F"	60-3	Information Dispatch Slip
"G"		OCD, Dissemination Branch, CD Control Card
"H"		Loan Slip
"I"	35-2	Files Slip
"J"		Requestor's Comments On CIA Service

To:

ATTACHMENT H

This publication should  
be returned directly to:

Central Intelligence Group  
Central Records  
Information Distribution Section  
2430 E. St. N.W.  
Washington 25, D.C.

Call Executive 6115  
Extension 419 - for  
extension on loan period.

To be returned \_\_\_\_\_

RD (666) \_\_\_\_\_

CIG NO. \_\_\_\_\_

AGENCY NO. \_\_\_\_\_

PLEASE DO NOT REMOVE THIS SLIP  
OR MARK OR CLIP THIS PUBLICATION

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## REQUEST FOR INTELLIGENCE INFORMATION

Top Secret - Secret - Confidential  
Restricted - Unclassified

To: Office of Collection and Dissemination

From: \_\_\_\_\_  
(Name of Requester)

(Agency or Office)

(Branch - Division)

(Requester's Office Address)

Do not write in this box:

OCD No: \_\_\_\_\_

Date rec'd: \_\_\_\_\_

Requestor's No: \_\_\_\_\_

Requestor's Phone: \_\_\_\_\_

## REQUEST FOR DOCUMENTAL INFORMATION (Existing reports, summaries, etc.):

Check if Wanted

Title and/or other Identification	Date of Document	Source Number	ID or Library No.	Other Number(s)	Encl. Req.	Loan	Retention
1							
2							
3							
4							
5							

## REQUEST FOR INFORMATION BY SUBJECT:

Check if

Subject	Country	Specific Data Requested	File Search	Field Search

Sources previously contacted: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Suggested Source(s): \_\_\_\_\_

Cancel request if not obtained by: \_\_\_\_\_

The information requested above does not exist in the files of this office and is not available from sources to which this office has direct access.

(Date) \_\_\_\_\_

Signature of approving officer  
Requesting Agency

CIA Form - 60-1

COUPON 5

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TO:

DATE:

REMARKS:

FROM:

C.R. No.:

COUPON 4

TO:

DATE:

REMARKS:

FROM:

C.R. No.:

COUPON 3

TO:

DATE:

REMARKS:

FROM:

C.R. No.:

COUPON 2

TO:

DATE:

REMARKS:

FROM:

C.R. No.:

COUPON 1

TO:

DATE:

REMARKS:

FROM:

C.R. No.:

TO:

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Sanitized - Approved For Release

CIA-RDP57-0049A000100020002-4

OCD COLLECTION BRANCH

COLLECTION REQUEST NO. \_\_\_\_\_

## COLLECTION PLAN

PROCUREMENT OFFICER \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_

## COLLECTION DIRECTIVES Issued:

DATE COMPLETED \_\_\_\_\_

NumberIssued ToDateDateMEMORANDA

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CIA-RDP51-00049A000100020002-4

UB # OCD, Collection Branch CD Control Card		Requester: Requester's Number:	
Processing Data: Date	Assigned to:	Remarks:	Date Completed
Collection Directives Issued: Number:	Directive Issued to:	<del>SUSPENSE DATE</del>	Date Completed
No:	Date of Request	Date Rec'd in Collect.	Date C.S. Action Complete

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HYACINTH "01"



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CENTRAL INTELLIGENCE AGENCY  
OFFICE OF COLLECTION AND DISSEMINATION  
COLLECTION BRANCH

Date \_\_\_\_\_

ACKNOWLEDGMENT

TO: \_\_\_\_\_

ATTN: \_\_\_\_\_

Your Collection Request number \_\_\_\_\_ dated \_\_\_\_\_  
subject \_\_\_\_\_  
was received in this office on \_\_\_\_\_ 19 \_\_\_\_\_.

It has been assigned CIA C.R. number \_\_\_\_\_. Material  
furnished you will bear this number.

You may expect to receive the materials or to be otherwise notified  
about your request on or before \_\_\_\_\_.

Any inquiry or communication to this office concerning this request  
should refer to the C.R. number.

If any material received in the routine flow of daily accessions  
satisfies your requirement before material is received in direct response  
to the subject request, or if for any reason your requirement becomes in-  
valid, please notify the Collection Branch, OCD (Phone EXecutive 6115,  
Ext. 762) so that unnecessary collection action may be cancelled.

  
Chief, Collection Branch

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*ATTACHMENT "F"*

INFORMATION DISPATCH SLIP	
(See Instructions, Reverse Side)	
TO:	CENTRAL INTELLIGENCE GROUP
ATTN:	READING CENTER
	2430 E STREET, N.W.
	WASHINGTON 25, D.C.
IN REPLY TO:	
	C. D. NO. _____

FORM NO. 60-3 (PREVIOUS EDITIONS ARE NOT TO BE USED)  
FEB 1947

(150)

DE#34		OCD, Dissemination Branch CD Control Card				Requestor-	
Agency Employed	Reader	Date Recd in Diss.	Date of request	Date of CD	Remarks	Date Closed	
STATE							
ARMY							
NAVY							
AIR							
CIG-other							
RD #	( )	STATE #1	ARMY #2	NAVY #3	AIR # 4	CIG-other #5	
Date CR Closed							

To: CENTRAL INTELLIGENCE AGENCY  
OFFICE OF COLLECTION + DISSEMINATION  
ADMINISTRATIVE STAFF

### REQUESTOR'S COMMENTS ON CIA SERVICE

Please indicate below the effectiveness of CIG-OCD service in  
response to Collection Request No. \_\_\_\_\_

Does the material satisfy your request?

☐ Yes  
☐ No

Was the material received in time to be of  
greatest value?

☐ Yes  
☐ No

date \_\_\_\_\_

/s/ \_\_\_\_\_  
Position \_\_\_\_\_  
Office or Agency \_\_\_\_\_

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Analyses of Proposed and Present Procurement  
Activity by OCD in Response to a  
Collection Request

	Totals		Breakdown by Branch					
	Proposed	Present	Proposed		Present			
			Coll.	Diss.	Req.	Coll.	Diss.	
Steps	53	86	45	8	20	53	13	
Handlings	12	28	9	3	12	14	2	
Analyses	2	6	2	-	4	2	-	
Inspections	4	10	4	-	4	6	-	
Logs - Records - Files	5	13	3	2	3	5	5	
Contacts with Requester	2	5	2	-	3	2	-	
Forms Used	7	15	6	1	5	8	2	
Transpositions	4	9	3	1	3	5	1	

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(1344)

**ATTACHMENT I**

CONTROL NO.	S	L	SOURCE		FILE NO.	
DATE REC.	NO. CL.	NO. INCL.	TRANSMITTING AGENCY		DIST. IN O.R.E.	
DATE DOC.	AGENCY NO.	COURIER	NO.			
				DISTR. IN C.I.G.		

**SUBJECT**

1 ST COPY CENTRAL REGISTRY CONTROL NO. FILE

<input type="checkbox"/>	AM
<input type="checkbox"/>	WE/A
<input type="checkbox"/>	ME/I
<input type="checkbox"/>	EE
<input type="checkbox"/>	FE
<input type="checkbox"/>	ED
<input type="checkbox"/>	OTHER

FORM NO. 20-2  
SEP 19-66

INDEX OF PROCEDURES

I - COLLECTION DIVISION

A. Processing Collection Requests originating within CIA:-----CHART A

1. For Reference Center materials
2. For materials available through O.O., O.S.O. and IAC Agencies

B. Processing Collection Requests originating outside CIA:

1. For Reference Center materials-----CHART B
2. For O.O. and O.S.O. action-----CHART C
3. For CIA produced materials:
  - a. Accredited requesters-----CHART J
  - b. Non-accredited requesters-----CHART K

C. Status Check of outstanding Collection Requests-----CHART D

II - DISSEMINATION BRANCH

A. Spontaneous Dissemination of Materials:

1. Non-CIA intelligence information-----CHART E
2. Non-CIA intelligence periodicals-----CHART F
3. CIA intelligence information reports-----CHART G
4. CIA intelligence-----CHART H

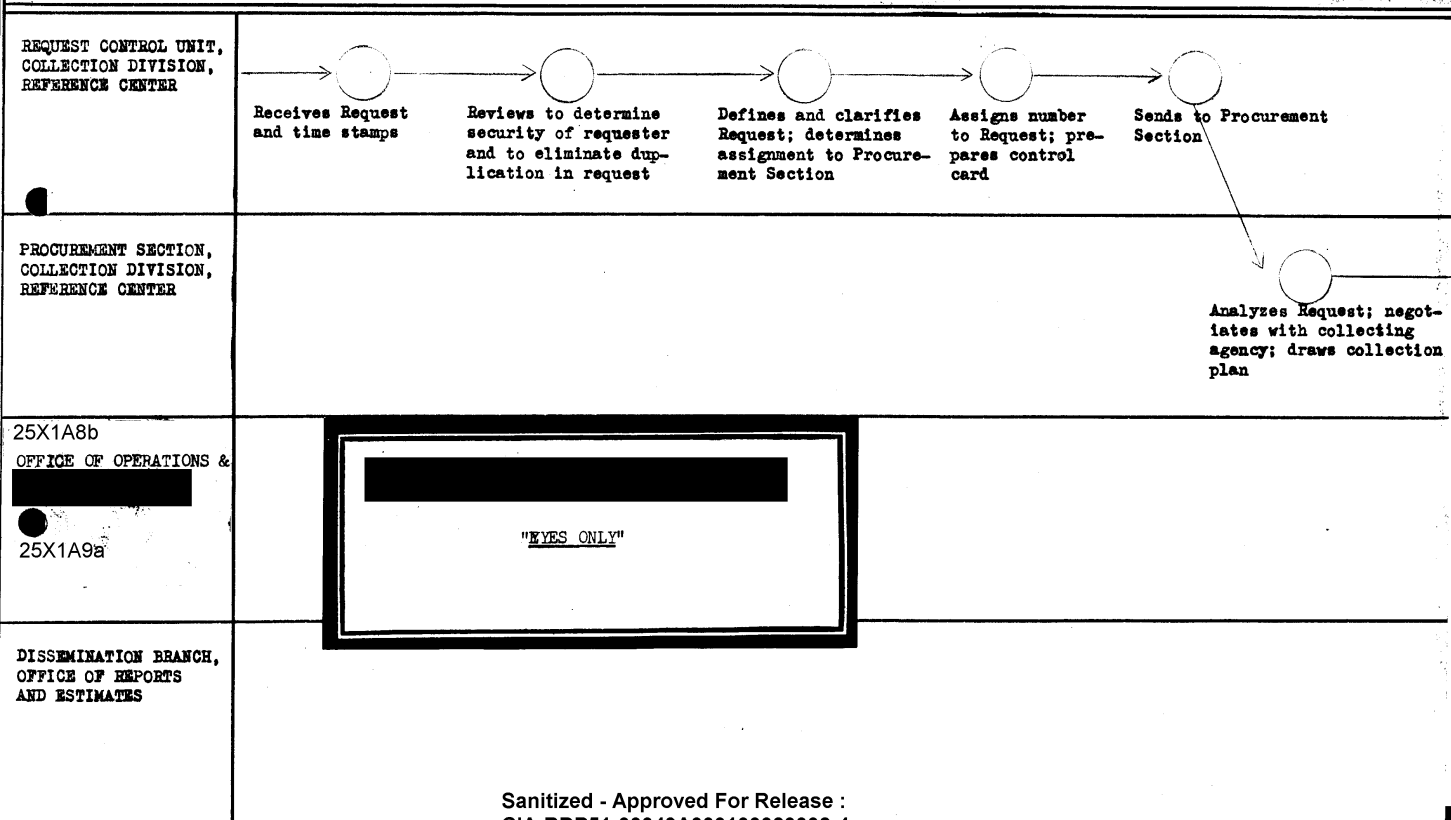
B. Dissemination of specifically requested materials:

1. Non-CIA materials to CIA requester-----CHART I
  - a. Dissemination Branch Collection Request controls
  - b. Loan materials
  - c. Materials requiring reproduction
2. CIA information report prepared for accredited requester---CHART G
3. Copies of CIA produced materials for accredited requester---CHART J
4. Copies of CIA produced materials for non-accredited requester-----CHART K

C. Dissemination of Cables:

1. Spontaneous Dissemination of IAC Cables-----Chart M

FLOW OF NON-CIA REQUESTS REQUIRING COLLECTION

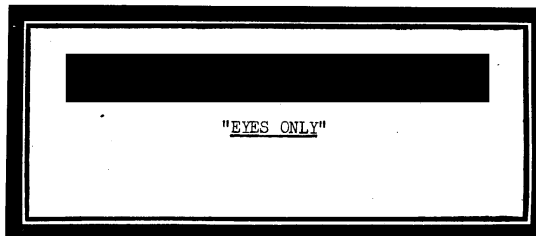




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REQU  
COLL  
REFER

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REFER  
LIBRA  
REFER  
REGIS

DISSE  
OFFIC  
ESTIM

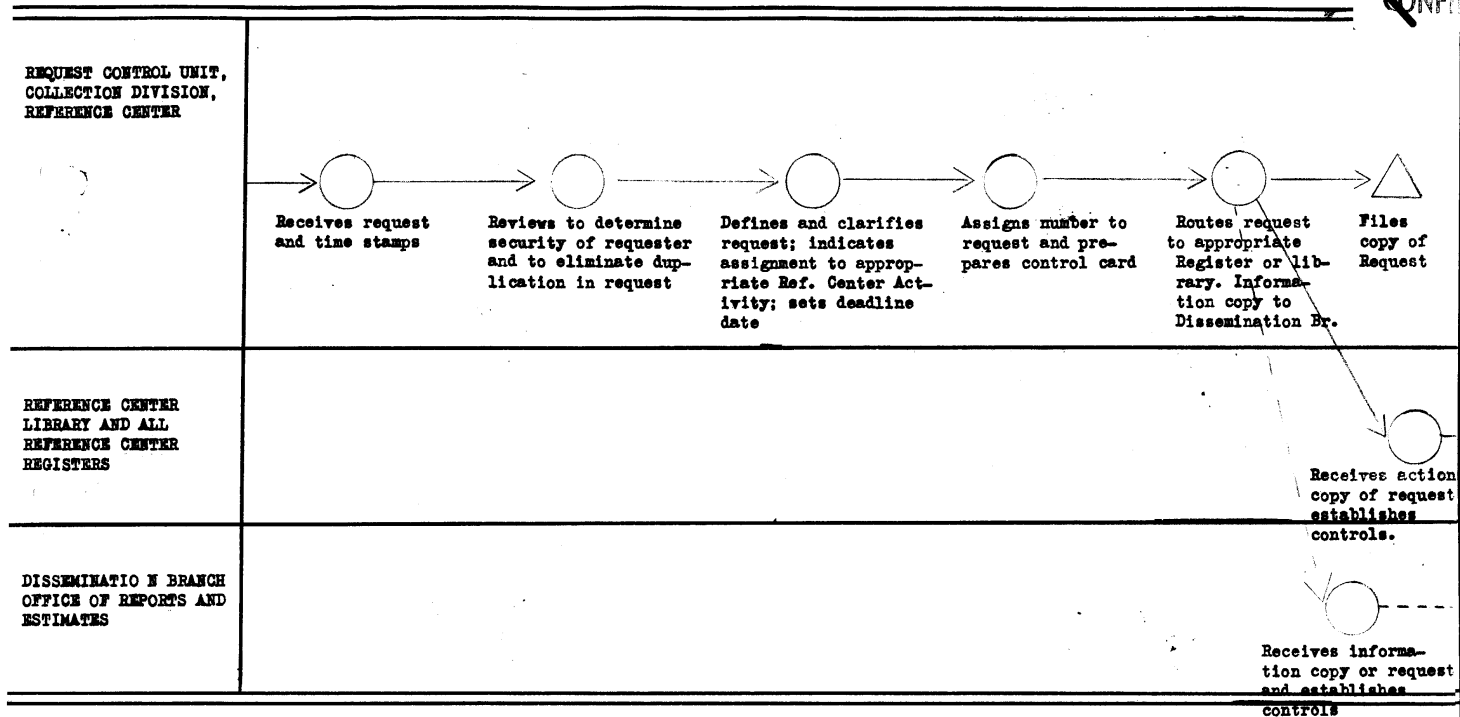
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Chart II

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FLOW OF NON-CIA REQUESTS

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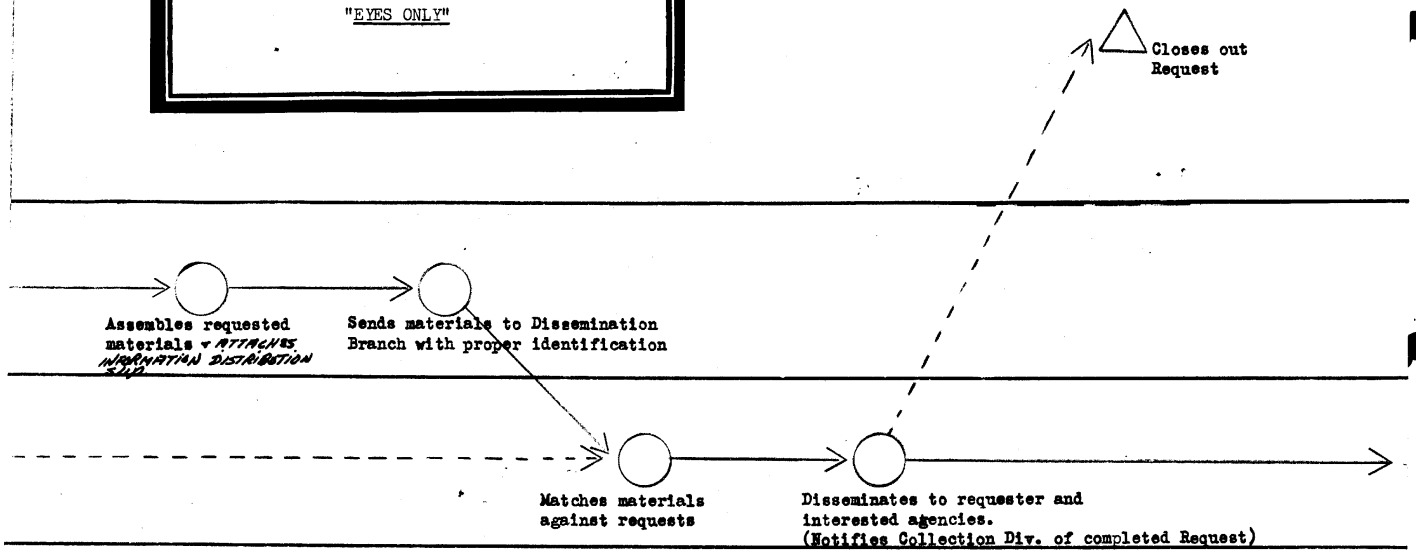
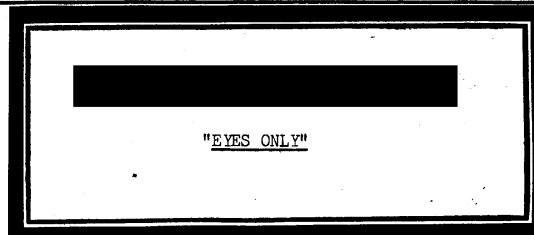
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OR REFERENCE CENTER MATERIALS

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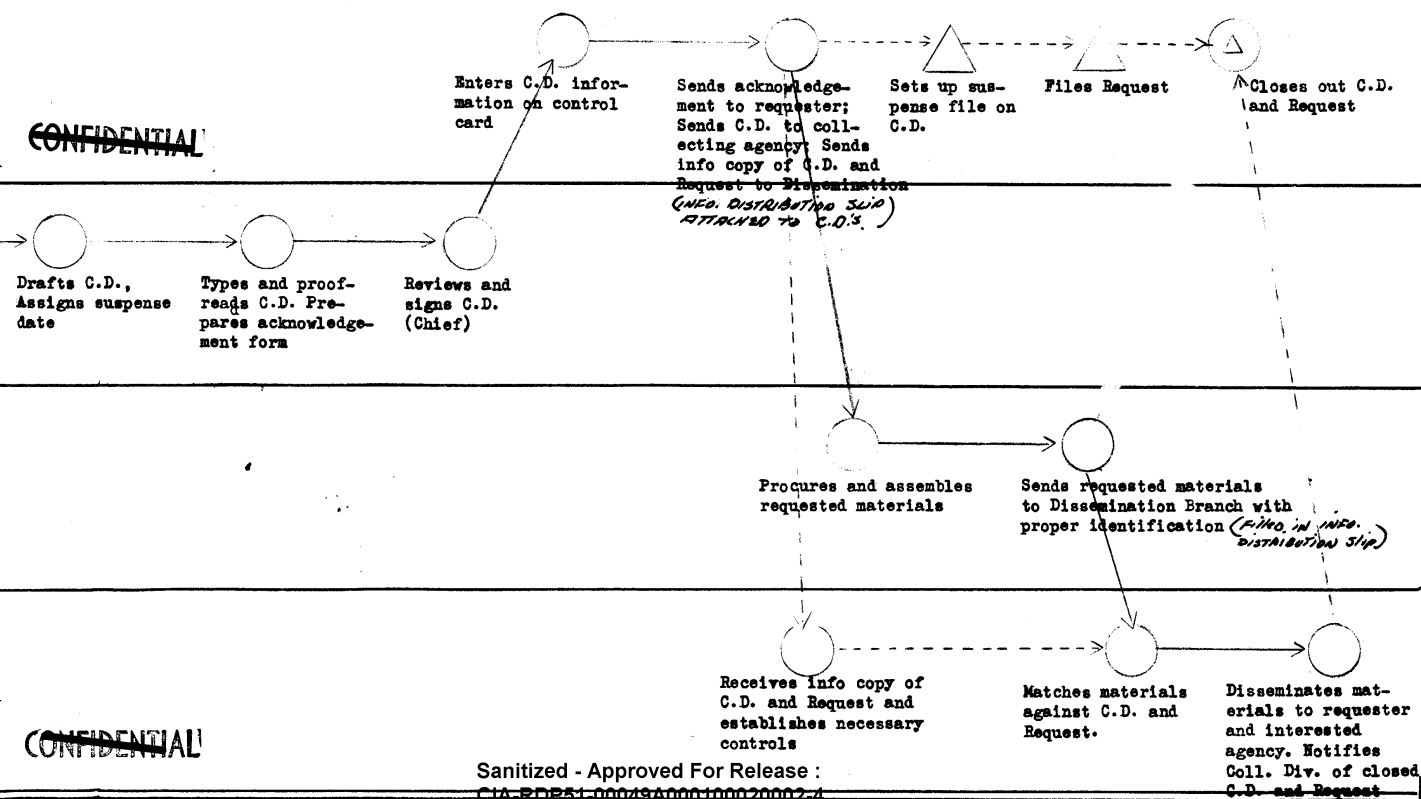
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ACTION BY PROCUREMENT SECTION, COLLECTION DIVISION

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Disseminates materials to requester and interested agency. Notifies Coll. Div. of closed C.D. and Request

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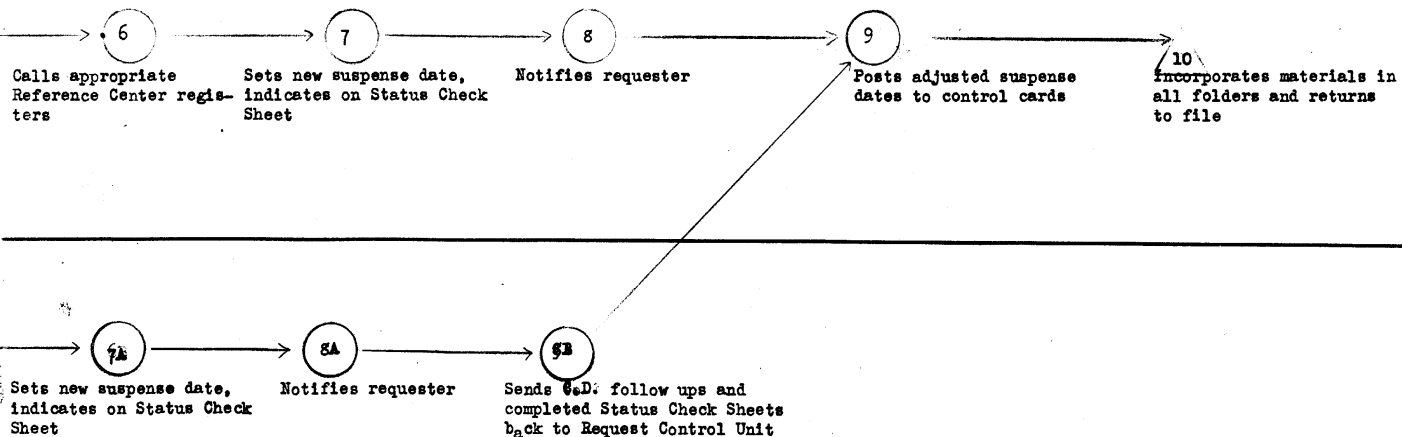
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OF OUTSTANDING COLLECTION REQUESTS

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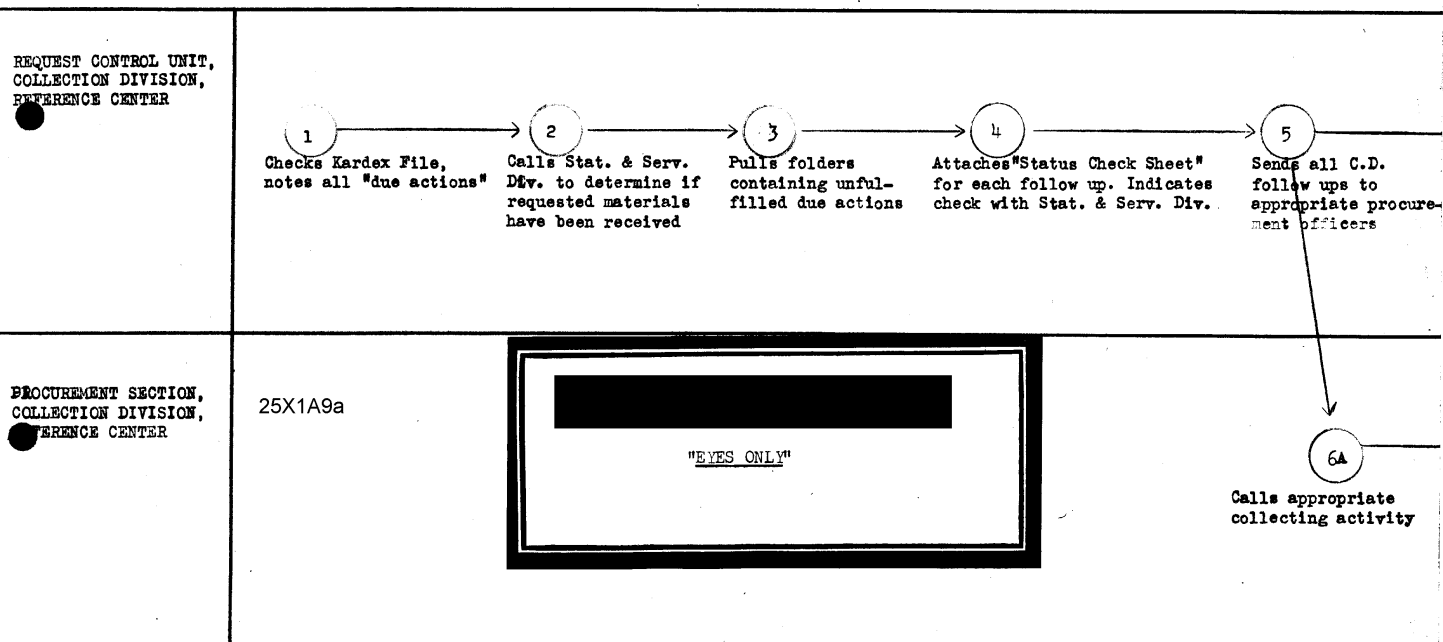


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STATUS CHECK



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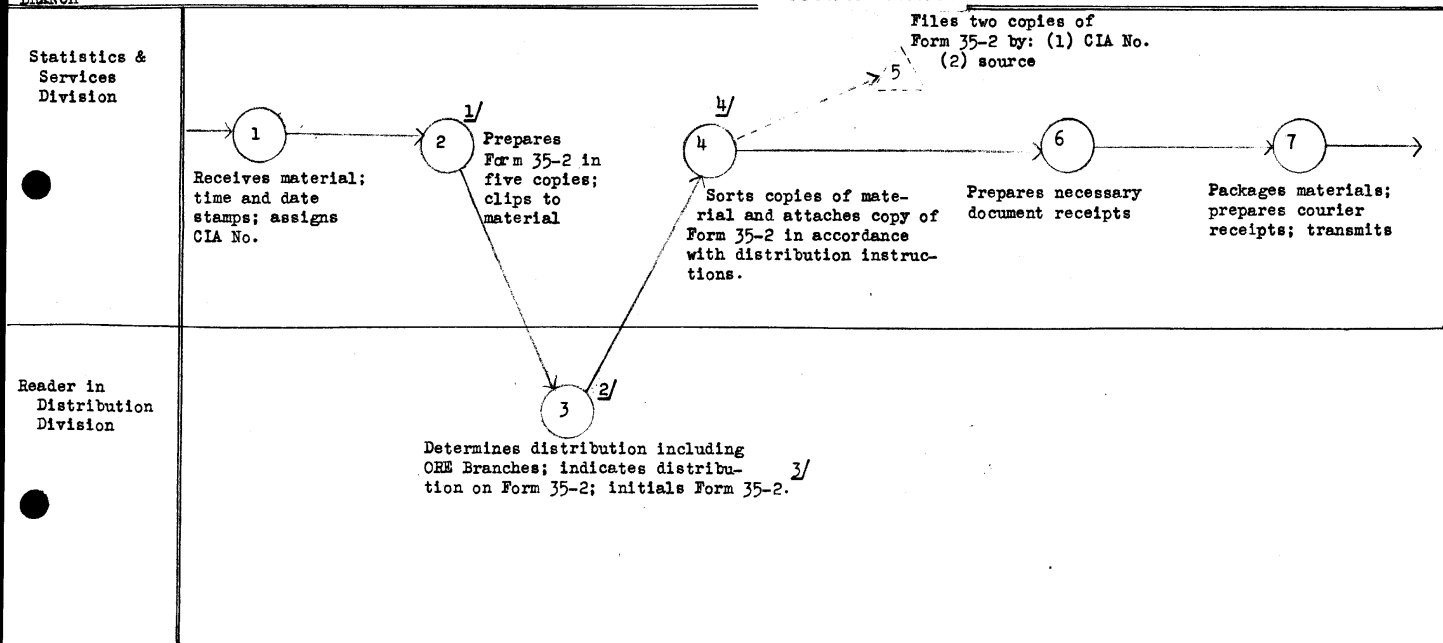


CIA-RDP51-000, 0100020002-4

SPONTANEOUS DISSEMINATION OF NON-CL INTELLIGENCE MATERIALS  
(excluding periodicals and cables)

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DISSEMINATION  
BRANCH



**Legend:**

- Operational Action
- Record Action

1/ Differs from present procedure in that materials are not sorted by source for designated readers; all readers get workload from a common stock.

2/ Differs from present procedure in that reader determines distribution to ORE Branches which was formerly accomplished by a subsequent reading in the ORE Message Center.

3/ Reader's initials are included to permit evaluation of reader's productivity.

4/ For reproduction or loan control steps, see Chart 5

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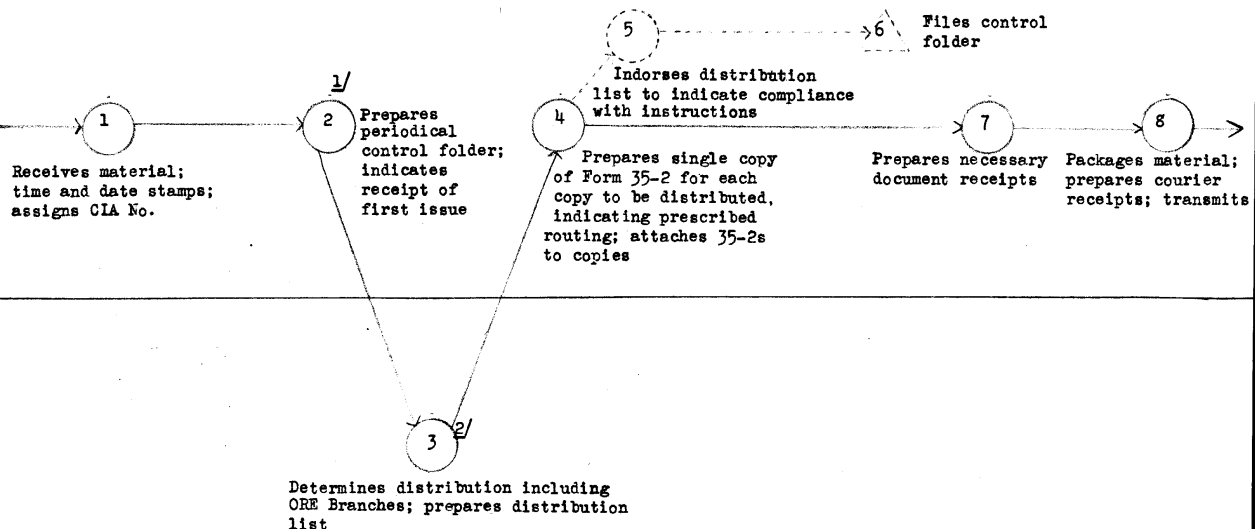
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002-4

SPONTANEOUS DISSEMINATION

OF NON-CIA INTELLIGENCE PERIODICALS

**CONFIDENTIAL**DISSEMINATION  
BRANCHStatistics &  
Services  
DivisionReader in  
Distribution  
Division

Legend:

— Operational  
— Action  
- - - Record  
- - - Action

1/ On subsequent receipt of the same periodical, this step will consist of pulling the control folder and attaching to materials

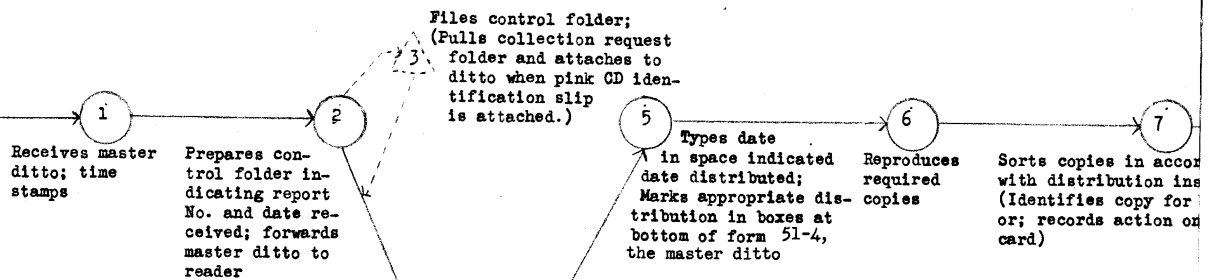
2/ On subsequent receipt of the same periodical, this step will be omitted; A different step will be added to the procedure on receipt of every 12th issue of the periodical; this issue and its distribution list will be reviewed by the reader to determine adequacy of prescribed distribution. On receipt of informal requests from CIA officials, the Reader will make additions or deletions to

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DISSEMINATION  
BRANCH

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Statistics &  
Services  
Division

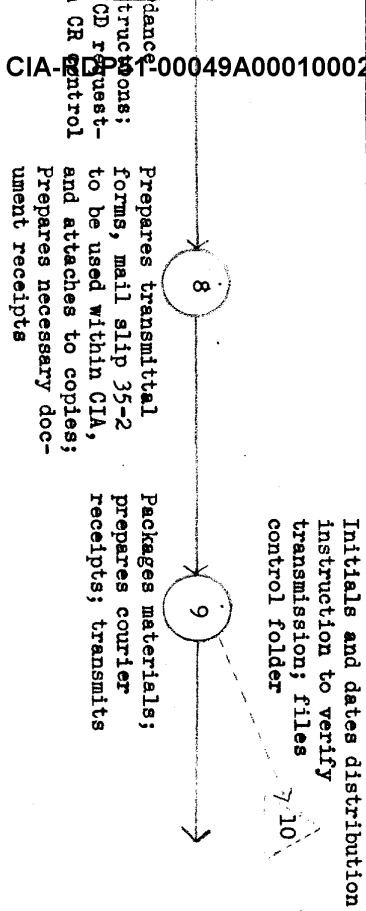


Reader in  
Distribution  
Division

Reads and determines distribution including  
OEE branches; indicates distribution on  
distribution list form. (Identifies copy to  
be sent to requester in response to CD)

**Legend:**  
— Operational  
action  
--- Record action  
( ) Action taken  
only when CD is  
involved

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SPONTANEOUS DISSEMINATION OF CIA INTELLIGENCE

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DISSEMINATION  
BRANCH

Statistics &  
Services  
Division

Files list in master  
folder

Establishes master  
control folder con-  
taining distribu-  
tion lists for each  
type of CIA  
intelligence

Holds in suspense file await-  
ing receipt of copies of the  
study

Prepares folder for  
study inserts distribu-  
tion list

Receives co-  
study folde  
copy number  
son with di  
instruction  
storage of

Office of  
the Chief

Prepares standard  
distribution list for  
each type of CIA  
intelligence

Receives draft copy of  
ORE study; determines  
distribution list to be  
used and any additional  
distribution

Completes Distribution  
List

Legend:  
— Operational  
action  
---- Record  
action

1/ If study was developed in response to a collection directive,  
initiates appropriate action to close out CD in same manner as  
shown in spontaneous dissemination of CIA intelligence information chart.

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Initials and dates dissemination instructions to verify distribution; files in study folder

9

11

files; pulls  
r; verifies  
s by compari-  
semination  
s; arranges for  
copies

Prepares transmittal slips  
(35-2 within CIA) and attaches  
to copies of study in accord-  
ance with Dissemination in-  
structions; prepares necessary  
document receipts

Packages material  
prepares courier  
receipts; trans-  
mits

CIA-RDP51-00049A000100020002-4

DISSEMINATION  
BRANCH

CONTROL PROCEDURES FOR COLLECTION REQUESTS AND COMPLETE DISSEMINATION PROCEDURE FOR CD MATERIALS OBTAINED FROM OUTSIDE AGENCIES FOR

Statistics and  
Services  
Division

CR

1/  
1  
Receives collection  
request (60-1) with  
collection assign-  
ments indicated

2  
Prepares  
control card  
and folder

4  
Files in  
suspense

5  
Receives CD; re-  
moves 60-1 from  
suspense and  
attaches to CD

6  
Transcribes  
CD informa-  
tion to  
control card

Reader in  
Distribution  
Division

3  
Analyzes for requirement  
information

7  
Reviews CD for  
checks CD again

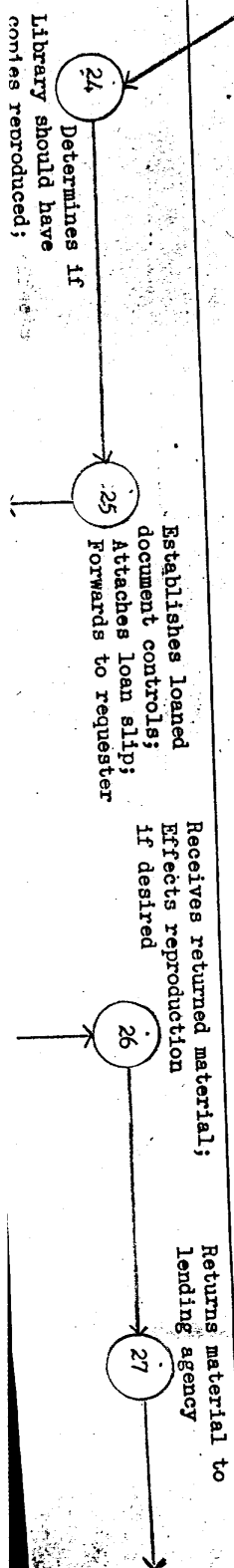
Legend:  
— Operational action  
- - - Record Action  
- - - Reproduction action  
- - - Loaned document  
action

1/ Differs from old procedure as dissemination was not notified  
until collection action had been initiated.

2/  
outside

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Reference  
Center  
Library





Medium E

Records action on  
control card

19

Detaches request folder  
from materials

20

Files folder; Routes copy of transmittal  
memorandum to Collection

21

22

Prepares document  
receipts

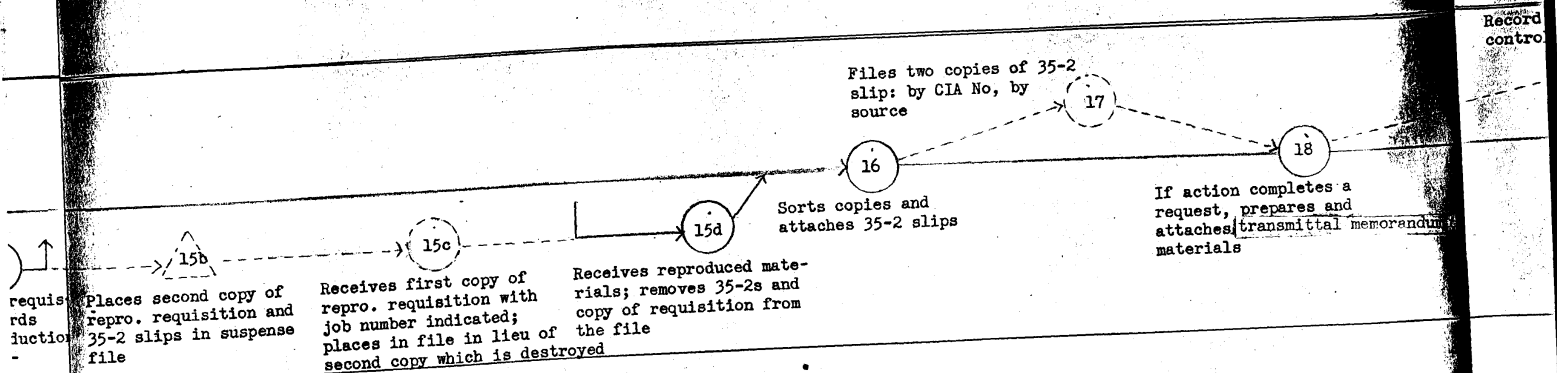
23

To Requester  
To Ref City  
Packages materials;  
prepares courier receipts;  
Transmits

3/ Copy of transmittal memorandum is used to notify Collection of  
completion of action so it can close out its records; it  
also alerts Collection for possible unfavorable reply

Ref  
Gen  
Lib

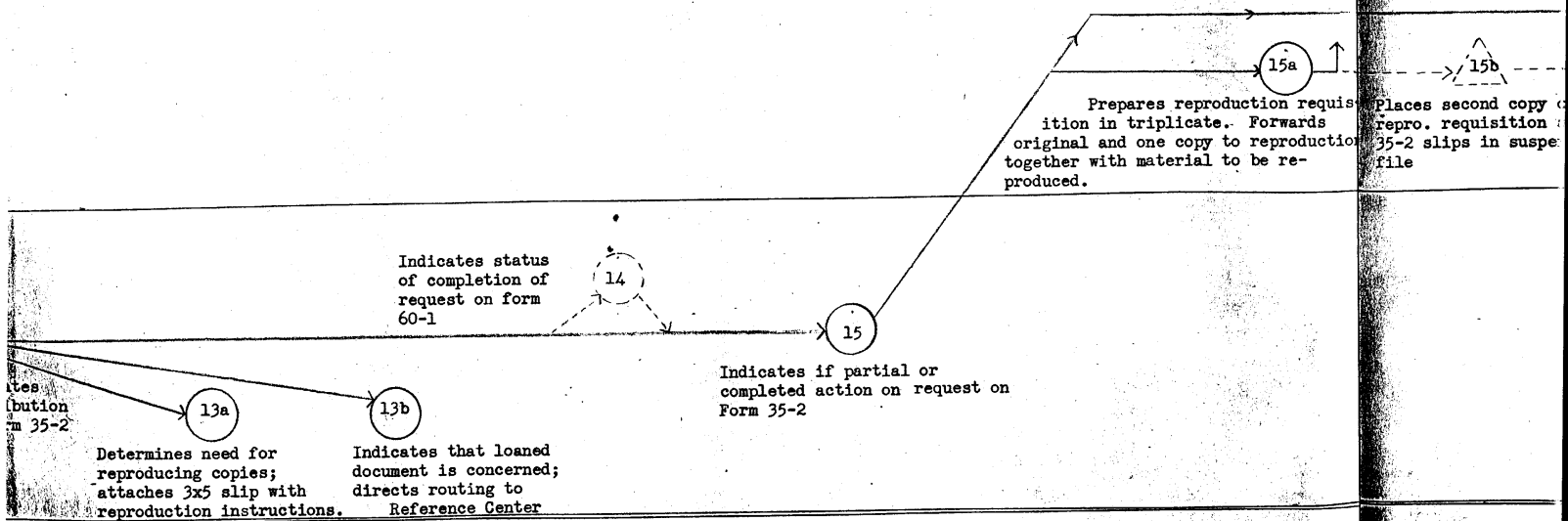
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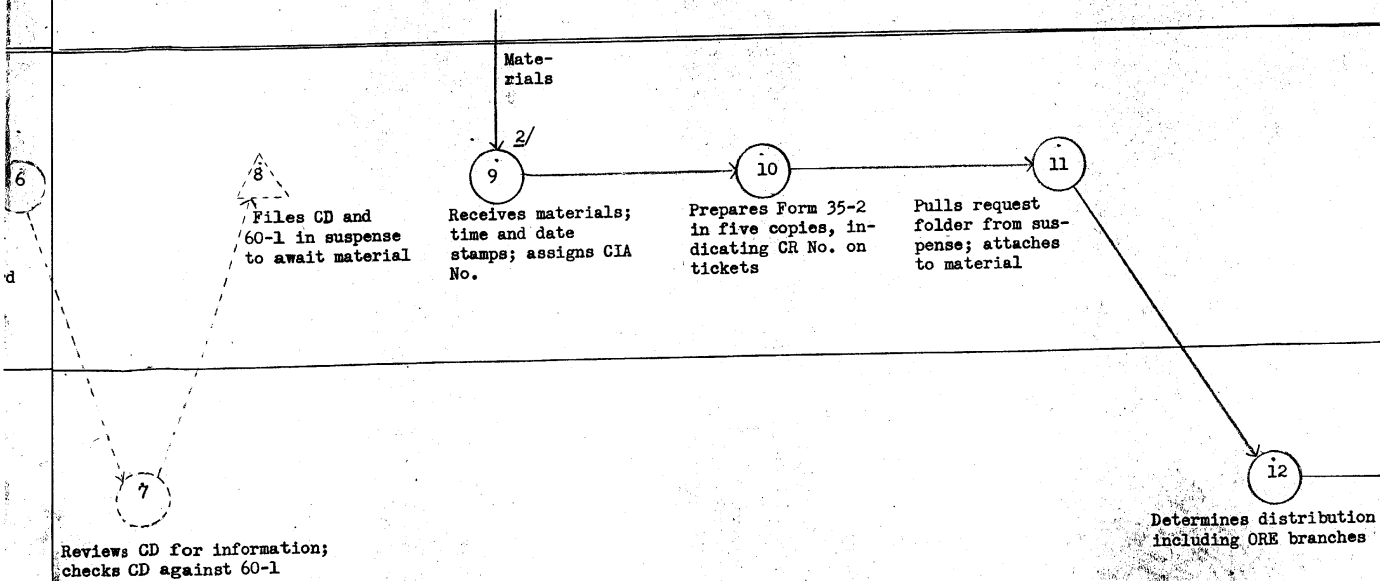
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OUTSIDE AGENCIES FOR CIA REQUESTERS (INCLUDES EXTRA STEPS TAKEN WHEN REPRODUCTION IS NEEDED OR LOANED MATERIALS ARE INVOLVED)



2/ The following steps pertain only to CD materials obtained from outside agencies for CIA requesters.

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ION OF CIA MATERIALS TO AN ACCREDITED REQUESTER

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signs  
ies if  
d for  
mps  
action

ntrol

Notes action  
on control  
card

5

6

Prepares distribution  
instructions

7

Identifies  
material and  
takes from  
stock

8

Prepares trans-  
mittal memorandum  
and necessary document  
receipts

9

Packages materials;  
prepares courier  
receipts; transmits

Initials and dates  
distribution instr;  
Records action on  
control card

10

Files distribution  
instruction and request  
in control folder

11

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Library  
Reference Center



Legend:

- Request for retention
- Request for loan
- Operational action
- - - Record Action

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DISSEMINATION OF CIA MATERIALS TO

Collection  
Division,  
Reference Center

Statistics and  
Services Division,  
Dissemination  
Branch

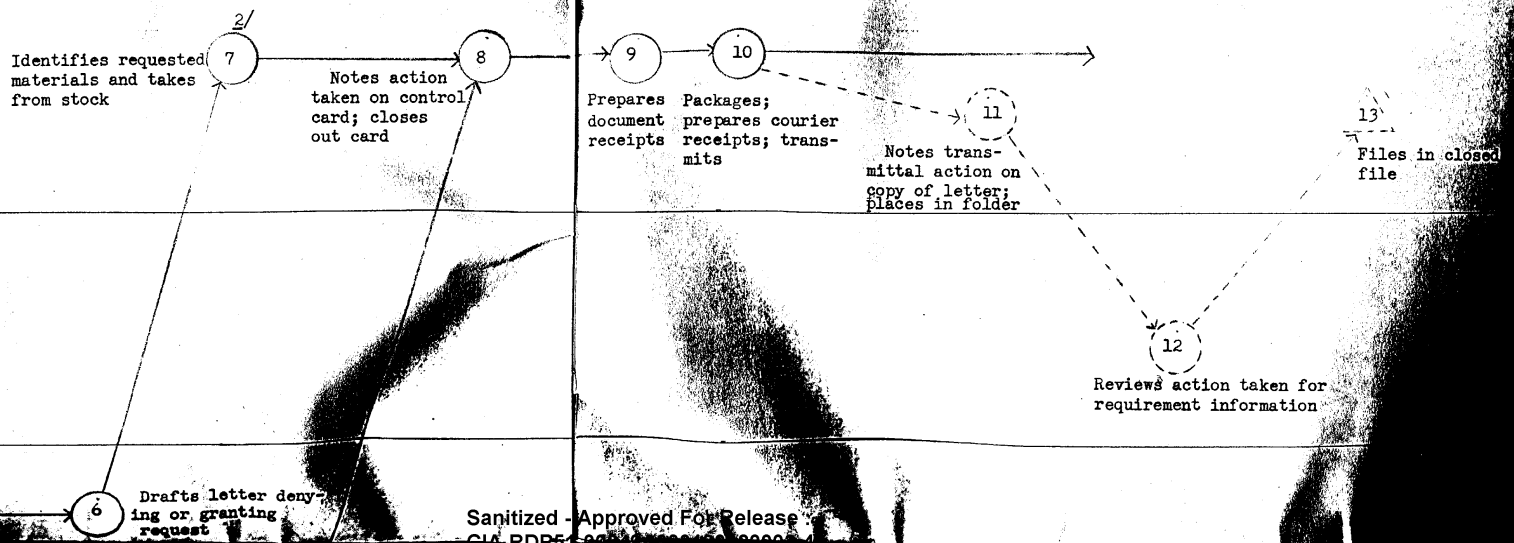
Reader in  
Distribution  
Division,  
Dissemination  
Branch

1  
Receives request; assigns  
request No.; determines if  
materials are requested for  
loan or retention; stamps  
request "No collection action  
necessary."

2  
Prepares control  
card

Notes action  
on control  
card

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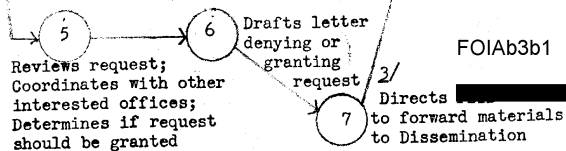




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Reviews request;  
Coordinates with  
interested offices;  
Determines if request  
should be granted

Office of Operations  
Office of Assistant  
Director



FOIAb3b1

FOIAb3b1

End:  
Operational  
Action  
Record Action

1/ Asst. Director for Operations will determine action on requests for [redacted] FDB materials classified restricted or unclassified; Exec. for I&S will determine action on all other requests.

2/ When request is for CIA intelligence or intelligence information

3/ When request is for [redacted] or FDB materials

Note: When request is for Reference Center materials, the Exec for I&S will direct Reference Center to send materials to Dissemination

FOIAb3b1

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XII

DISSEMINATION OF CIA MATERIALS TO NON-ACCREDITED REQUESTERS

Collection  
Division,  
Reference Center

1  
Receives  
request; As-  
signs Reg. No;  
Stamps "No Col-  
lection action  
necessary"

Statistics and  
Services Division,  
Dissemination  
Branch

2  
Prepares control  
card and request  
folder

4  
Notes referral  
on control  
card; prepares  
route slip

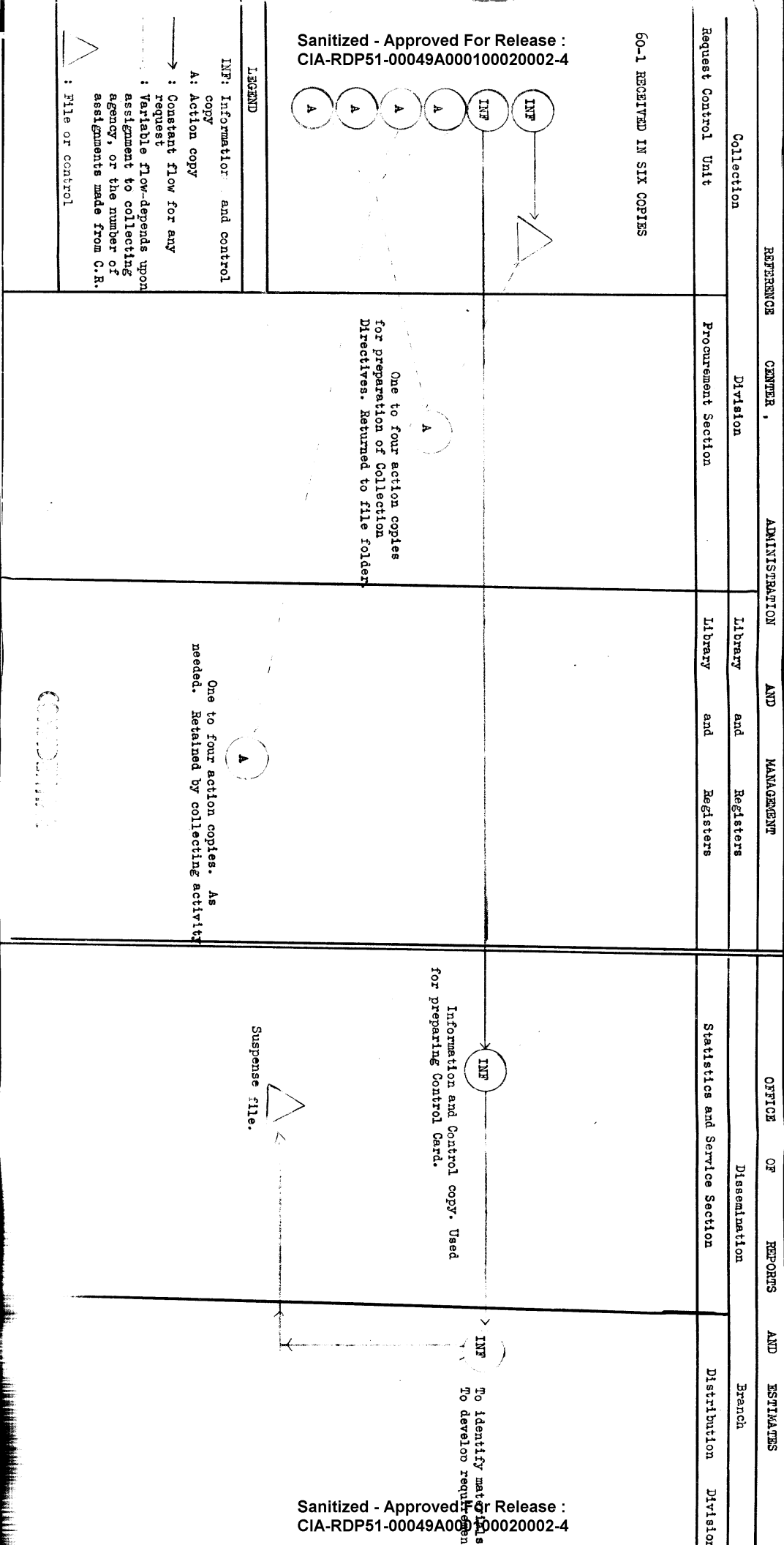
Reader in Distribution  
Division,  
Dissemination  
Branch

3  
Determines who should  
review the request;  
Routes accordingly

Executive for In-  
spection and  
Security

FORM DISTRIBUTION CHART  
OF  
"COLLECTION REQUEST" (FORM-60-1)

EXAMPLE OF FLOW OF ORDINARY REQUEST



LEGEND

INF: Information and control

copy

A: Action copy

→ : Constant flow for any request

: Variable flow depends upon assignment to collecting agency, or the number of assignments made from C.R.

△ : File or control



## PROPOSED COLLECTION AND DISSEMINATION FORMS

Title	Number of Copies	Originator	Procedures Chart Reference	Principal Purpose
1. Request for Intelligence Information (Form 60-1)	* 6	Requester	A,B,C,D,I,J	Action
2. Collection Division Request Control Card	1	Collection Division	A,B,C,D	Control
3. Collection Plan	1	Collection Division	A,C	Record
4. Collection Directive (No standard form used)	4	Collection Division	A,C,I,J	Action
5. Acknowledgement Form	2	Collection Division	C	Information
6. Information Dispatch Slip	1	Collection Division	B,C,G	Action
7. Status Check Sheet	1	Collection Division	D	Control
8. Dissemination Branch Request Control Card	1	Dissemination Branch	G,I,J,K	Control
9. Mail Slip (Form 35-2)	5	Dissemination Branch	E,F,G,H,I,M	Action

\* For routing and use of copies of this Form, see Forms Distribution Chart "L"

Title	Number of Copies	Originator	Procedures Chart Reference	Principal Purpose
10. Transmittal Memorandum (Inside CIA)	2	Dissemination Branch	I, J	Control
11. Transmittal Memorandum (Outside CIA)	2	Dissemination Branch	G, H, J, M	Control
12. Distribution List for CIA Intelligence Materials	1	Dissemination Branch	G, H, J, M	Action
13. Periodical Distribution List	1	Dissemination Branch	F	Action
GENERAL CIA FORMS USED IN THE COLLECTION AND DISSEMINATION PROCESS				
Document Receipt Forms 38-15, 38-16, 35-20	2	Dissemination Branch	E, F, G, H, I, J, K, M	Control
Courier Receipt Form 35-16	2	Dissemination Branch	E, F, G, H, I, J, K, M	Control
Reproduction Requisition Form 36-2	3	Dissemination Branch	I, M	Control
Library Charge Slip Form 29-8	2	Reference Center	I, J	Control
Information Report Form 51-4	1	OO, OSO, ORE	G	Action
Cable Log (ORE) Form 70-8	1	Dissemination Branch	M	Control

COLLECTION DIVISION REQUEST CONTROL CARD →		REQUESTER:	
DATE OF REQUEST:		REQUESTERS NO.	
Date received in Collection Division:		Date Collection Request Closed:	
PROCESSING DATE:			
Date	Assigned To		Remarks
COLLECTION DIRECTIVES ISSUED:			
Number	Directive Assigned To		Date issued    Date completed
C.R. Number	State	Army	Navy
	Air Force	B.I.R.	F.I.R.
	Er. Mat.	Library	CIA-Other

Collection Directives Issued:

[illegible]

MEMORANDA

Date



5  
CENTRAL INTELLIGENCE AGENCY  
REFERENCE CENTER  
COLLECTION DIVISION

Date \_\_\_\_\_

ACKNOWLEDGEMENT

TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Your Collection Request number \_\_\_\_\_ dated \_\_\_\_\_  
subject \_\_\_\_\_

was received in this office on \_\_\_\_\_ 19\_\_\_\_.

It has been assigned CIA C.R. number \_\_\_\_\_. Material  
furnished you will bear this number.

You may expect to receive the materials or to be otherwise notified  
about your request on or before \_\_\_\_\_.

Any inquiry or communication to this office concerning this request  
should refer to the CIA C.R. number.

If any material received in the routine flow of daily accessions  
satisfies your requirement before material is received in direct response  
to the subject request, or if for any reason your requirement becomes in-  
valid, please notify the Collection Division, Reference Center (Phone  
EXecutive 6115, EXT\_\_\_\_) so that unnecessary collection action may be  
cancelled.

\_\_\_\_\_  
JOHN DOE  
Chief, Collection Division

6

INFORMATION DISPATCH SLIP  
(See instructions, Reverse Side)

TO: Central Intelligence Agency  
ATTN: Reading Center  
Dissemination Branch, ORE  
2430 E St., N.W.  
Washington, D.C.

In reply to:

C.D. Number: \_\_\_\_\_

STATUS CHECK SHEET

COLLECTION REQUEST NO.:

DATE OF STATUS CHECK:

INQUIRY BY:

NATURE OF INQUIRY:

ACTION TAKEN

<u>Item or</u> <u>C.D. No.</u>	<u>Old suspense</u> <u>Date</u>	<u>Contacts Made</u>	<u>New suspense</u> <u>Date</u>	<u>Signature</u>
-----------------------------------	------------------------------------	----------------------	------------------------------------	------------------

INQUIRER NOTIFIED

<u>Item or</u> <u>C.D. No.</u>	<u>Date Notified</u>	<u>Remarks</u>
-----------------------------------	----------------------	----------------

Dissemination Approved For Release: CIA-RDP51-00049A000100020002-4

Request Control Card

Requester's No.

Referred To	Date Referred	Remarks	Date Closed
Proc. Sect - Coll. Div.			XXXXXXXX
State			
Army			
Navy			
Air Force			
OO - OSO			
BIR			
FIR			
Library			
Graphics Materials			
Request No.	Request Date	Requester	Date Request closed

CONTROL NO.	SEC. CL.	SOURCE
DATE REC.	NO. COPIES	NO. INCLS. TRANSMITTING AGENCY
DATE DOC.	NO.	COMPLETES
	REQUEST	PARTIALLY FILLS
		DISTR. IN C.I.G.
SUBJECT		

DISSEMINATION BRANCH ORE

(Date)

MEMORANDUM FOR: \_\_\_\_\_  
(Requester)

SUBJECT: Collection Request No. \_\_\_\_\_

Our records show that this transmittal of intelligence information completes the above request.

Please address inquiries or comments related to this request to Collection Analysis Section, Collection Division, Reference Center, A&M, Telephone Extension \_\_\_\_\_.

25X1A9a

Chief, Dissemination Branch

Central Intelligence Agency  
DISSEMINATION BRANCH ORE

MEMORANDUM FOR: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Requester)

\_\_\_\_\_  
(Requester's Address)

SUBJECT: Collection Request No. \_\_\_\_\_

The enclosed material is transmitted:

1. To partially complete the above request
2. To complete the above request
3. For your information

Please address inquiries or comments related to points  
"1" and "2" above of this communication to Collection Division, Reference  
Center, A&M, CIA, Telephone: Executive 6115, Extension \_\_\_\_\_.

\_\_\_\_\_  
Chief, Dissemination Branch

25X1A9a

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Distribute To:	No. of Copies; Copy Nos.	Distribute To:	No. of Copies; Copy Nos.
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Advisory Council			
ICAPS			
Executive for I&S		Army:	
Executive for A&M			
Reference Center			
ORE:			
Assistant Director			
Planning Staff			
Intelligence Staff			
Functional Branch		Navy:	
Scientific Branch			
Latin-American Branch			
Northern Branch			
Western European Branch			
Eastern European Branch		Air Force:	
Near East Branch			
Far East Branch			
OO:			
Assistant Director		FBI	
Contact Branch			
Foreign Documents Branch		Commerce	
FOIAb3b1			
OO:		AEC	
Assistant Director			
Information Control		Joint Chiefs	
(Additional Dissemination for ORE Reports)		(Additional Dissemination for ORE Reports)	
Distribution Prescribed By:		Copies Distributed By:	
Date:		Date:	
Distribution Approved By:			



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Dissemination Branch, ORE

Title: \_\_\_\_\_

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Distribution Completed

Issue No. and Date of Issue

## Prescribed Distribution

To: \_\_\_\_\_ No. of Copies \_\_\_\_\_

Director's Staff

Advisory Council

ICAPS

Executive for I and S

Executive for A and M

Reference Center

ORE Assistant Director

Planning Staff

Intelligence Staff

Functional Branch

Scientific Branch

Latin American Branch

Northern Branch

Western European Branch

Eastern European Branch

Near East Branch

Far East Branch

OO Assistant Director  
Contact Branch

OSO Assistant Director

Authorized By: \_\_\_\_\_

(Date) \_\_\_\_\_

~~CONFIDENTIAL~~CONTENTSCollection

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Chief - Collection Analysis Section

Statistical Analyst - Collection Analysis Sec.

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Loan

Retention

Dissemination

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Gains Anticipated Tab "F"

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COLLECTION

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COLLECTION DIVISION

Liaison Officer  
P-5

1. Receives <sup>computer</sup> ~~problem~~ requests referred from Control Unit and coordinates with collecting activities as required to resolve assignment of collection missions.  
*and chief, collection analysis section*
2. Removes liaison burdens in operational matters from Chief and Deputy in internal matters.
3. Provides liaison with all offices of A & M .
4. Acts as Security Officer in resolving minor problems and negotiates with I & S on policy problems.
5. Negotiates with IAC agencies on collection policies and security policies
6. Attends meetings and conferences in lieu of Chief or Deputy
7. Provides liaison with all Reference Center Divisions and the Coordinating Staff.

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Chief P-6

Collection Analysis Section

Collection Division

1. In cooperation with Deputy Chief, Collection Division and Statistical Officer, CAF-11, develops methods and procedures for maintaining records of the Federal Intelligence Collection Activity to include identification of gaps or deficiencies in coverage, current concentration or emphasis in collection coverage and overall progress in fulfilling collection missions.
2. Provides authorized offices or agencies with statistical analyses and reports on all phases of collection activity.
3. Acts as consultant and advisor in/complex collection requests received in this agency. resolving
4. Advises officials of Collection Division and other CIA collection activities of IAC-CIA collection facilities.
5. Supervises the overall operation of the collection coverage analysis activity.
6. When requested by the Chief, Collection Division, serves as a CIA representative in intra-agency and inter-departmental conferences or meetings concerning collection activities.

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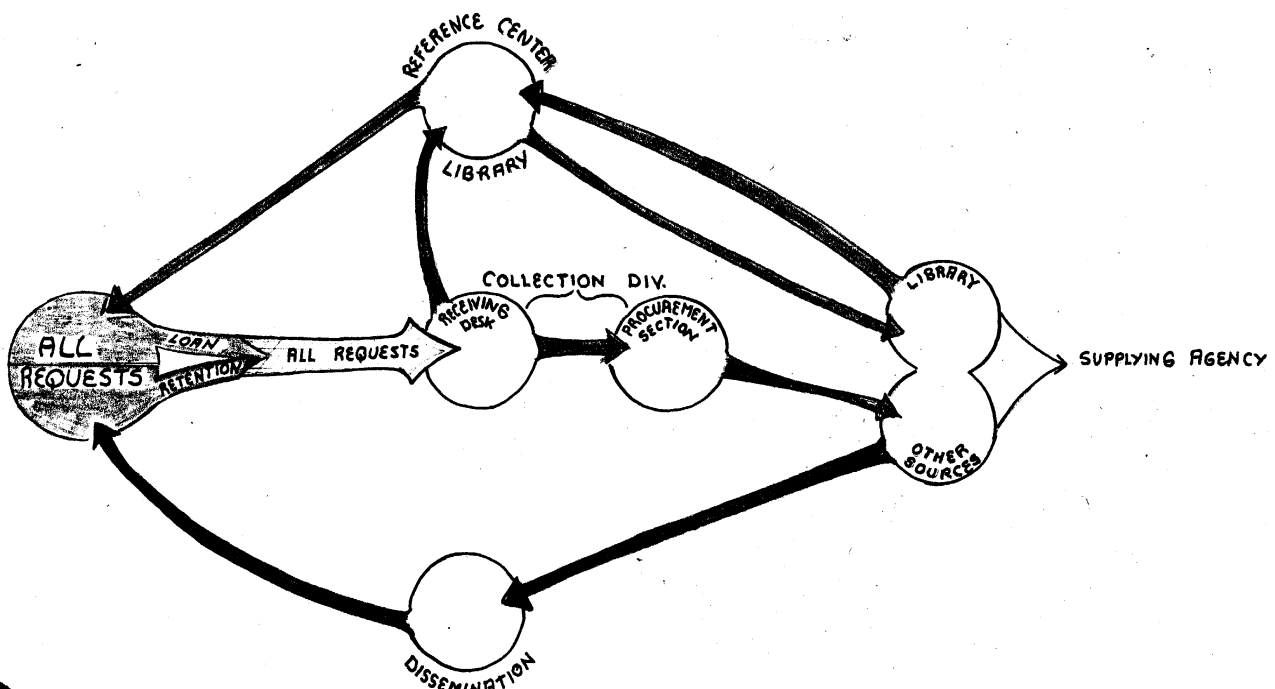
Statistical Analyst CAF-11  
Collection Analysis Section  
Collection Division

Under the direction of the Chief, Collection Analysis Section:

1. Develops methods and procedures required for the statistical analysis of all data relating to the Federal Collection Activity.
2. Develops system for/ and provides reports on all phases of collection activity to include identification of gaps or deficiencies in coverage, current concentration or emphasis in collection coverage and overall progress in fulfilling collection missions.
3. Coordinates with Chief, Control Unit, Collection Division in maintaining records on incoming collection requests to insure effective control, accuracy in recording, to eliminate duplication in files and records and to provide the Collection Analysis Section with the required data for its operations.
4. Receives and processes all unfavorable comments from users of CIA intelligence collection facilities.
5. Negotiates with Dissemination Branch, ORE, *and Control Unit, Collection Div.* to establish standardized and effective reporting system required to notify the Collection Division of the completion of outstanding collection requests.
6. Directly supervises Statistical Analyst, CAF-7 and Clerk-typist, CAF-3 engaged in the collection coverage analysis activity.

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➔ = FLOW OF REQUESTS FOR LOAN DOCUMENTS

➔ = FLOW OF REQUESTS FOR DOCUMENTS FOR RETENTION

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DISSEMINATION

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## PROPOSED ASSIGNMENT OF DUTIES - DISSEMINATION BRANCH

A. Office of the Chief

1. The Chief is charged with overall supervision and coordination of all branch activities.
2. The Chief and Assistant Chief should personally perform specific duties in connection with Reading Panel, requirements, and inter-departmental liaison functions.
3. The Deputy Chief should carry primary responsibility for dissemination determinations and direction of distribution of ORE intelligence. At such time as the workload of this activity increases through acceleration of ORE production, it may be desirable to provide a separate organizational unit to administer this function.

B. Distribution Division

1. The primary responsibility of this division is the Reading Center function. All professional personnel will operate as a pool, with all readers reviewing all types of incoming intelligence information, regardless of source.
2. The only exception to point "1" will be in the case of CD materials. Two readers should be designated as CD readers and all CD materials should be routed directly to them. These readers will also assist in reading the spontaneous materials, but will give priority to CD materials.
3. The two CD readers will also be responsible for ascertaining intelligence requirements contained in CDs, for integrating new CD requirements with total dissemination requirements on hand, and for maintaining liaison with ORE Plans and Policy Staff, Requirements Section to keep them advised on CD requirements received from other than ORE.
4. The readers should be given continuous and ad hoc assignments in connection with other functions assigned to this Division, e.g., inter-departmental dissemination, dissemination requirements.

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DUTIES TO BE PERFORMED BY COMBINED IDS, CENTRAL RECORDS, AND ORE  
MESSAGE CENTER OPERATION RELATING TO INTELLIGENCE MATERIALS

1. All intelligence Documents

- a. Time Stamp
- b. Assign CIA number
- c. Prepare 35-2 in five copies
- d. Detach tickets and attach 3 to copies
- e. File two copies of ticket  
by CIA No.  
by source
- f. Sort copies for delivery
- g. Prepare receipts for non-ORE recipients
- h. Package for non-ORE recipients
- i. Prepare courier receipt for non-ORE recipients
- j. Compiles statistics on volume and referrals

2. CD Controls

- a. Receives two copies of 60-1 and CD
- b. Refers one copy to CD reader
- c. Prepares CD Control card
- d. Files suspense copy of 60-1 and CD
- e. On receipt of material, pulls suspense copy and attaches  
to material and sends to reader
- f. Notes receipt and referral to reader on Control Card.
- g. Notes referral on card - files card in inactive file
- h. Answers inquiries
- i. Prepares reports and statistics on delinquent and  
closed actions

3. Reproduction

- a. From readers' instruction
  - (1) Prepares requisition and transmits
  - (2) Controls requisitions
  - (3) Receives materials
  - (4) Dispatches per reader's instructions

4. Periodicals

- a. Distributes in accordance with Reader's list
- b. Notifies reader of shortage or over-supply
- c. Maintains records on receipt and distribution
- d. Compile statistics and reports

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being reviewed  
By Jan - 30 Jan.

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5. CIA Information

- a. Receives master copy
- b. Assigns number - logs - refers to reader
- c. Reproduces per readers instruction
- d. Distributes per readers instruction
- e. Maintains file of master copies
- f. Compiles reports and statistics on distribution

6. CIA Intelligence

- a. Receive copies
- b. Establish file and inventory record
- c. Distribute per dissemination order instruction
- d. Maintain stock and inventory records
- e. Compile reports and statistics

7. Cables

- a. Time stamp
- b. Log
- c. Alternate one copy to each ORE branch and current intelligence group
- d. Send one copy to readers
- e. On readers instructions
  - (1) arranges for reproduction of cables needing further dissemination
  - (2) distributes per readers' instruction
- f. Compiles reports and statistics

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### GAIN ANTICIPATED FROM PROPOSED REORGANIZATION

1. Approximately fifteen currently authorized positions can be dropped which will result in a substantial personal services saving.
2. From one-half day to two days processing time will be saved by eliminating control steps now duplicated in IDS, Central Records, and ORE Message Center.
3. The reader will be able to perform a more comprehensive reading job, since he will have the additional responsibility for allocating information to ORE Branches.
4. The organizational reassignment of dissemination activity to ORE will bring the reader into closer proximity with CIA's principal users of the intelligence materials and will give the reader informal access to ORE production and program plans. This will enhance the readers' performance. Presently, OCD does not permit the reader to have contact with users of intelligence materials, but require him to work through Requirements Branch liaison.

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PROCESS CHART OF OCD ACTIVITY IN RESPONSE TO A COLLECTION REQUEST

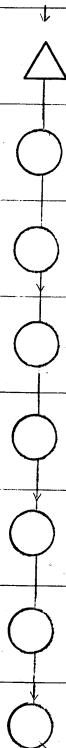
COLLECTION BRANCH, OCD

LEGEND

- : Indicates flow of requests for documental information
- : Indicates flow of requests for information by subject
- : Indicates processing which is the same on both types of requests
- : Storage or waiting in file
- : Operation
- : Review or inspection
- : Transportation

- CONFIDENTIAL**
- REQUESTS FOR DOCUMENTAL INFORMATION INDICATED BY RED FLOW:
1. Receives Collection Request (Form 60-1, see attachment "A") in four copies
  2. Date and time stamps
  3. Checks request against Master Index and Requirements Guide
  4. Pulls pertinent cards and inserts charge-out card
  5. Clips cards to Collection Request
  6. Determines responsible Procurement Desk
  7. Indicates Procurement Desk on "Coupon Route Slip" (Attachment "B")
  8. Clips Coupon Route Slip to Collection Request
  9. Hands Collection Request, with attachments, to Record Clerk

DOC. PROCUREMENT DIV.		CENTRAL CONTROL		HR. CHIEF	FIELD PROCUREMENT DIV.	
Typist	Proc. Off.	Chief	Clerk	Chief	Typist	Proc. Off.



No record clerk shown above in addition to Sanitized - Approved For Release :  
Control Clerk.

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10. Prepares CD Folder:  
a. affixes number  
b. clips in 3 copies of 60-1  
c. clips in Collection Plan Sheet  
(See attachment "C")  
d. clips in index cards

*This step is a separate step in which 60-1 is attached.*

11. Prepares CD Record Card (See attachment "D")  
a. number  
b. date received  
c. date of request  
d. requestor  
e. requestors number  
f. procurement desk assigned

REQUESTS FOR INFORMATION BY SUBJECT INDICATED BY BLUE FLOW;

12. Attaches Coupon Route Slip to outside of CD Folder

13. Places folder in out box

15. Forwards one copy 60-1 to Reference Branch, ORE for inclusion in Master Index

16. Files Record Card in visible index file

17. Receives CD Folder

18. Analyzes 60-1 and index cards to determine:  
a. clarity of requirement  
b. urgency of request  
c. duplication  
d. possible collection source(s)

*This step should be the first one after logging in of the request. If there is a duplicate or determines to be what the need or amount, all the previous 13 steps are waste effort. In present procedure this is properly handled.*

19. Where possible, informally determines location and availability of material. (May either informally collect or arrange for delivery from source)

20. Determines Suspense Date

21. Notes action taken on Collection Plan Sheet

1. Receives CD Folder

2. Analyzes to determine:  
a. clarity of requirement  
b. urgency of request  
c. possible collection source(s)

3. Checks with Reference Center to determine kind and availability of information existing

4. Contacts requestor to reconcile request with existing material

5. Informally contacts possible suppliers to determine possibility of fulfilling the request and time required. (When necessary contacts Branch Chief and arranges for collection conference with IAB Agencies)

6. Notes action taken in points 2,3,4,5, above on Collection Plan Sheet

7. Prepares draft Collection Directive

8. Assigns suspense date to draft CD

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COLLECTI

DOC. PROCUREMENT DIV.

CENTRAL

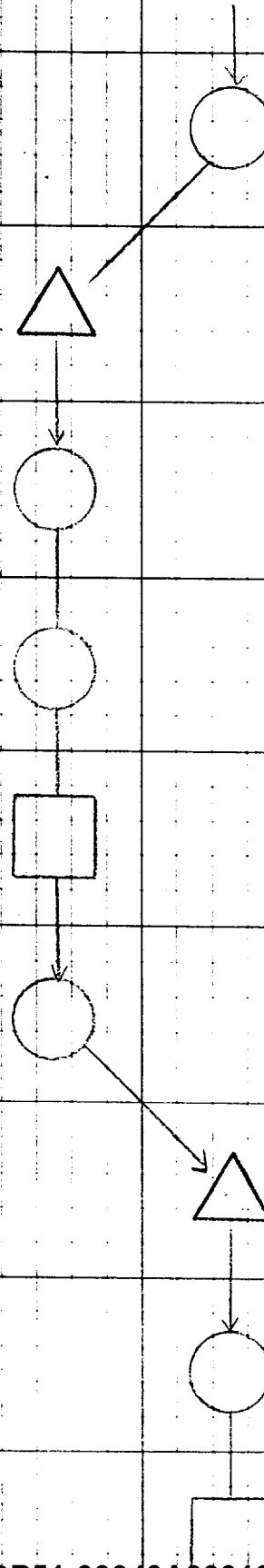
CO

Typist Proc. Off.

Chief

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22. Prepares draft of appropriate Collection Directive to include suspense date
23. Hands to typist
24. When collection action cannot be completed by informal means, within three days, instructs typist to prepare an acknowledgment form indicating suspense date. (See attachment "E")
25. Types Collection Directive in 5 copies
26. Proofreads typing
27. Prepares acknowledgement form when necessary
28. Returns to originating officer
29. Receives from typist
30. Reviews finished CD

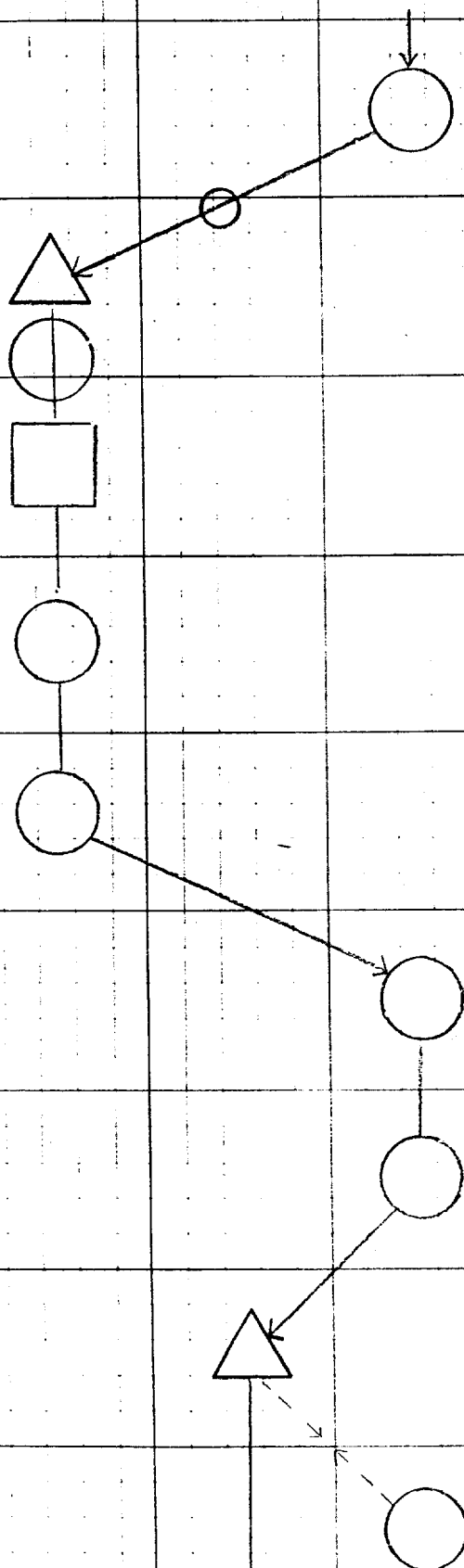


rk

Chief

Typist

Proc. Off.



10. ~~Detaches and forwards to Central Control~~  
<sup>Fills in</sup> coupon slip indicating referral to  
 Chief, Collection Branch

11. Forwards to Chief, Collection Branch  
Chief Collection Branch detaches coupon  
and routes to Central Control

- ## 12. Reviews proposed action

13. Indicates concurrence or exception

- |     |  |  |  |
|-----|--|--|--|
| 14. | Prepares<br><del>Detaches coupon slip and forwards to</del><br>Central Control indicating return to<br>Procurement Officer |  |  |
|-----|--|--|--|

15. Receives CD Folder  
Detaches coupon and forwards to  
central control

16. Notes Branch Chief's comments

17. Hands draft CD to typist

18. Instructs typist to prepare acknowledgment form for the requestor indicating suspect date.

32. Signs Collection Directives

32. Clips all materials together:
- a. CD Folder
  - b. all copies of CD
  - c. index cards
  - d. acknowledgement form, when used

34. Routes to Central Control

35. Receives folder and attachments

36. Inspects for proper material and correct  
signatures

37. When CD is used, extracts original and 1  
to go to supplying agency

38. Prepares CD Information Dispatch Slip  
(Attachment "F")

39. Places 2 copies of each CD and Information  
Dispatch Slip in double envelope

40. Prepares courier receipt

41. Places in out box

is issued

b. When CD formulation extends beyond 5 days, acknowledgement is made to requestor within 5 days after receipt of request.

19. Types Collection Directives in 5 copies

20. Proofreads typing

21. Prepares acknowledgement form

22. Hands completed CD's to Procurement Off.

23. Inspects finished CD's

24. Signs CD's

25. Clips all material together:  
a. CD Folder  
b. all copies of CD  
c. index cards  
d. acknowledgement form

26. Forwards to Central Control

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PROCESS CHART OF OCD ACTIVITY IN RESPONSE TO A COLLECTION REQUEST

<u>COLLECTION BRANCH, OCD</u>							
<u>DOC. PROCUREMENT DIV.</u>		<u>CENTRAL</u>	<u>CONTROL</u>	<u>HR. CHIEF</u>		<u>FIELD PROCUREMENT DIV.</u>	
Typist	Proc. Off.	Chief	Clerk	Chief	Typist	Proc. Off.	

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42. Makes final entries on Record Card:
  - a. date CD transmitted
  - b. agency employed
  - c. date Collection Branch Action completed on 60-1.
43. Places 2 copies of CD and 2 copies of 60-1 in envelope for Dissemination Branch
44. Places in out box
45. Sends CD Folder to chrono file. The folder now contains:
  - a. 1 Collection Directive
  - b. 1 Collection Request
  - c. 1 Collection Plan Sheet
  - d. any supporting papers, memos, etc.
46. Receives 2 copies Collection Request and 2 copies of Collection Directive from Collection Branch, OCD
47. Reads Collection Request to determine which reader(s) should receive assignment
48. Prepares Control Card (Attachment "G") showing CR number, CD number, agency employed, reader, requestor, date of request, date of CD's, date received in Dissemination Branch, suspense date.

DISSEMINATION BRANCH, OCD

DISTRIBUTION DIVISION

Record Clerk      Readers Clerk      Reader

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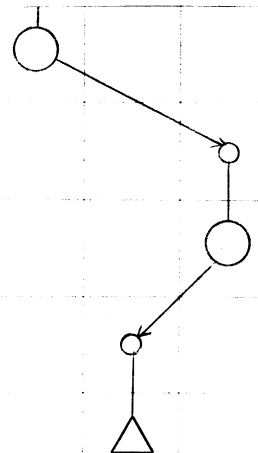
49. Places in control visible index file

50. Sends CR-CD(s) to appropriate reader(s)  
(If only one reader is concerned, destroys  
second set- If more than two readers are  
concerned, secondary reader is asked to buck  
third CD to tertiary reader.)

51. Reviews Collection Request and Collection  
Directive

52. Hands to Clerk

53. Places CR-CD(s) in file.



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COLLECTION DIVISION

1. Receives all requests for intelligence and intelligence information and coordinates requests to avoid duplication in collection effort.
2. Evaluates the collection facilities and capabilities of CIA and other government agencies and assigns collection missions accordingly.
3. Prepares coordinated collection plans and issues collection directives based on individual CIA and agency requests and intelligence requirements developed by ORE.
4. Negotiates with requesters and collection activities to determine priorities for collection missions.
5. Provides periodic reports of current field collection situations to include identification of gaps or deficiencies in all phases of collection coverage, concentration by subject or area and progress achieved in fulfilling collection missions.
6. Initiates recommendations for corrective action when no agency or activity of the government is capable of performing a required collection mission.
7. Refers to the Executive for Inspection and Security any security problems arising in the execution of its collection activities for the establishment of appropriate security policies.

REQUEST CONTROL UNIT

1. Receives all formal collection requests and establishes records to provide effective administrative control, speed in processing and to insure appropriate security controls.
2. Analyzes all requests to eliminate duplication, to determine assignment to correct collection activity and to coordinate the collection effort.
3. Reviews to identify requests from unauthorized recipients for referral to the Executive for Inspection and Security.
4. Maintains all logs and records required for the analysis and reporting of all phases of collection activity and supplies the Collection Analysis Section with such information as requested.
5. Follows Up on all delinquent collection requests to ascertain the cause of delay and negotiates with requester and collecting activity to determine the desire or feasibility of continued collection effort.
6. Cooperates with Dissemination Branch, ORE and Collection Analysis Section, Collection Division in developing procedures to provide coordinated records and reports on the status of collection directives and collection requests.

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#### COLLECTION ANALYSIS SECTION

1. Provides statistical analysis of the Federal Intelligence Collection Activity to include identification of gaps or deficiencies in coverage, current concentration or emphasis in collection activity and progress in fulfilling collection missions.
2. Develops system for reporting, and provide reports on, all phases of collection activity as requested by authorized offices or agencies.
3. Receives, reviews and processes all unfavorable comments from users of CIA intelligence collection facilities.
4. Coordinates with Control Unit, Collection Division in developing the system for, and maintaining records of, incoming collection requests to provide effective administrative control, speed in processing and to provide the Collection Analysis Section with data required for its operations.
5. When requested, provides recommendations and suggestions for fulfilling collection requests and assigning collection missions within CIA or other Federal Intelligence Agencies.

#### PROCUREMENT SECTION

1. Procures intelligence materials directly from non-library sources of the Federal Government.
2. Evaluates the collection facilities and capabilities of CIA and other government agencies; prepares and coordinates collection plans and assigns collection missions accordingly.
3. Initiates recommendations for corrective action when no agency of the government is capable of performing a required collection mission.
4. Arranges for Inter-Departmental meetings and conferences of representatives of collection activities to resolve operating problems and to coordinate Inter-Departmental collection of intelligence materials.

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STATISTICS AND SERVICES DIVISION

1. Receives, controls, and distributes in accordance with Distribution Division instructions all intelligence materials coming into or originating within CIA.
2. Maintains controls needed to determine status of unfilled collection directives and to provide reporting data.
  - a. Establishes "watch" controls for requested material at time collection directive is issued.
  - b. Coordinates with Collection Division, Reference Center, on status of unfilled requests.
  - c. Closes out collection directives, notifying Collection Division, Reference Center, of such action.
3. Coordinates with Reproduction Division, Services Branch, A&M, to effect necessary reproduction of intelligence materials.
4. Prepares, daily, weekly, and monthly tabulations and statistical summaries of documents and requests processed by the Dissemination Branch, showing requests filled and other dissemination services rendered to the intelligence agencies of CIA and the Federal Government.
5. Maintains liaison with Central Records Division, Services Branch, A&M, to insure adequate courier and messenger handling of intelligence materials.
6. Maintains stocks of unissued copies of CIA intelligence materials and controls storage, destruction, and other disposition of such documents.
7. Serves as focal point for all inquiries regarding the receipt and distribution of intelligence materials.

1. Serves as an agency Reading Center which determines appropriate distribution of intelligence materials received into or originating within CIA:
  - a. Reviews all intelligence cables entering CIA and determines distribution to CIA offices, to ORE branches, and when appropriate, to other intelligence agencies of the Government.
  - b. Reviews all intelligence documents spontaneously received within CIA and determines distribution for CIA offices, for appropriate branches of ORE, and for other intelligence agencies.
  - c. Reviews all CIA-produced intelligence information and determines distribution to CIA offices and to branches within ORE and directs distribution of such intelligence information to other interested intelligence agencies of the Government.
  - d. Reviews and establishes distribution schedules for all intelligence periodicals received by CIA; periodically reviews and adjusts prescribed distribution.
2. Reviews and determines distribution of all intelligence materials received in response to collective directives:
  - a. Takes appropriate action to insure expeditious transmission of requested materials to the requestor.
  - b. Prescribes additional distribution of CD materials which are of interest to other users.
3. Develops and codifies requirements of intelligence agencies to permit easy and accurate dissemination of spontaneously received intelligence information. Analyzes, codifies, and distributes intelligence requirements contained in collection directives for use within Dissemination Branch and other ORE staffs.
4. Coordinates inter-departmental dissemination of intelligence materials to eliminate duplication and to insure adequate and timely dissemination.
5. Maintains an inter-departmental reading panel, whereby inter-departmental dissemination is simplified and expedited.
6. Studies techniques employed in inter-departmental dissemination and recommends corrective action to resolve procedural problems and to improve overall dissemination.
7. Within the framework of existing security policies, insures security of recipients of CIA intelligence materials and takes appropriate action in consultation with Executive for Inspection and Security, when necessary, to effect changes in security classifications of intelligence materials.

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DISSEMINATION BRANCH

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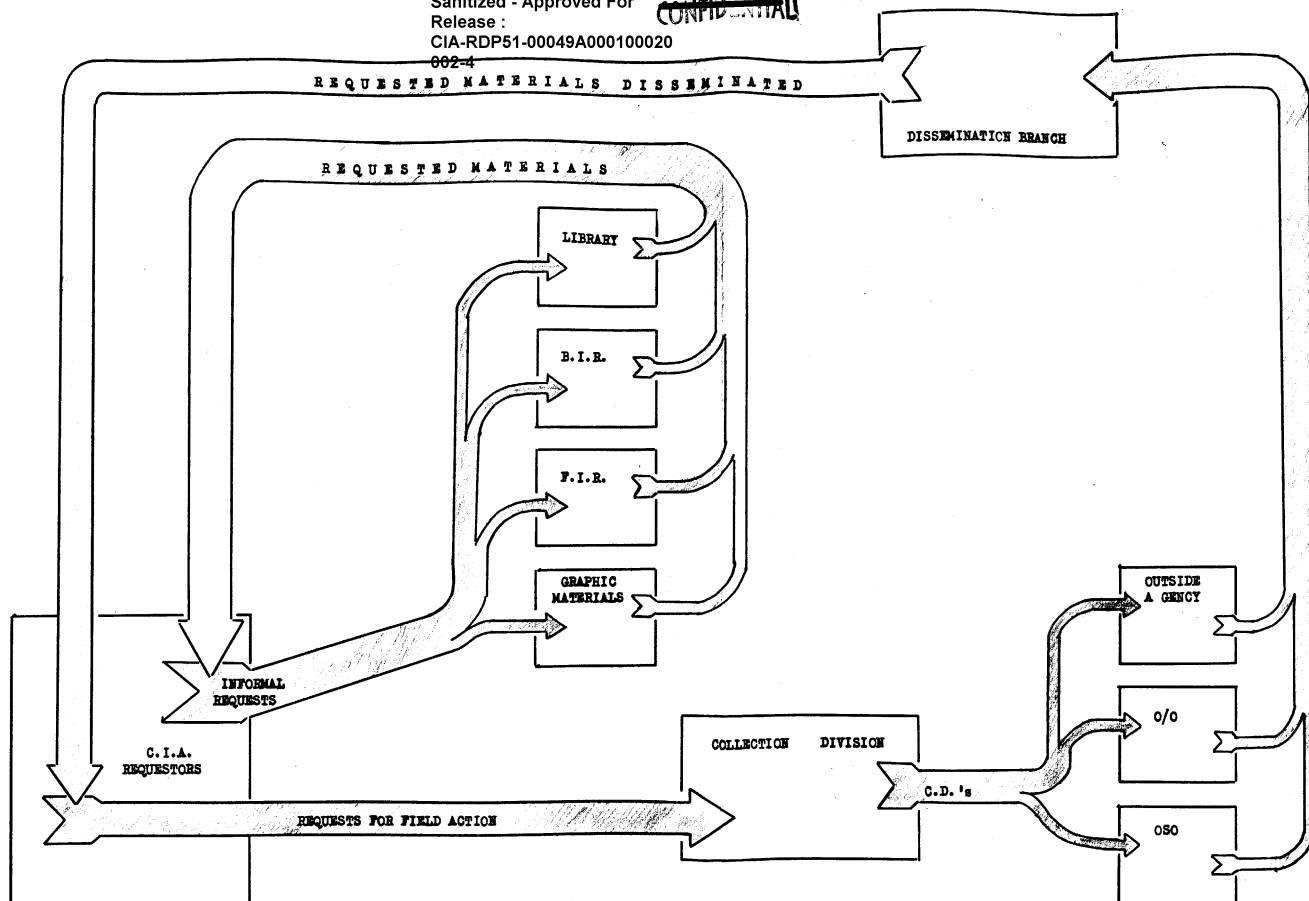
1. Coordinates inter-departmental dissemination to eliminate duplication and to insure adequate and timely dissemination of intelligence materials.
2. Determines internal CIA and further external distribution for all intelligence materials received in CIA from other Federal intelligence agencies.
3. Coordinates with ICAPS, Reference Center, and ORE Plans and Policy Staff to determine dissemination requirements within CIA.
4. Identifies intelligence materials specifically requested by Collection Directive action and determine distribution for such materials.
5. Prescribes and directs distribution for CIA-produced intelligence information.
6. Effects the coordination and formulation of dissemination patterns for CIA-produced intelligence and disseminates accordingly.
7. Reviews all cables received from Federal intelligence agencies to determine distribution within CIA and further distribution to other government agencies.
8. In accordance with CIA security policies:
  - a. Insures the security of recipients of CIA intelligence materials.
  - b. Charges grade classification or declassifies items of CIA intelligence when requested.
  - c. Reviews intelligence materials which originates outside CIA for the purpose of recommending to the originator that such materials be up-or-down-graded or declassified.
9. Prescribes and controls the flow of all intelligence materials from receipt into or origin within CIA to delivery to CIA recipient or dispatch outside of the agency.
10. Directs overall dissemination of CIA intelligence materials and recommends action for problems which arise.
11. Maintains close cooperation with Executive for A&M in regard to collection activity, reproduction of intelligence materials, and courier and/or messenger service.

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LEGEND



OPERATION



INSPECTION



TRANSPORTATION



STORAGE

- : Indicates normal flow of intelligence information received in response to a Collection Directive.
- : Indicates additional steps in processing if the information received is on a loan basis.
- : Indicates the administrative processing carried on in Dissemination Branch, OCD after the Information Material has been dispatched to the Requestor.

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002404 OF INTELLIGENCE MATERIAL IN RESPONSE TO A COLLECTION DIRECTIVE

INFO DISTRIBUTION UNIT, CENTRAL REC.

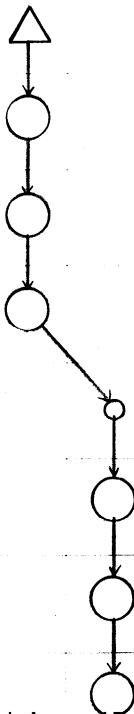
DISSEMINATION BRANCH, OCD

Incoming\_Clk   Typist   Loan\_Clerk

Reading\_Clk. Reader Record\_Clk.

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1. Derives intelligence from Central Mail
2. Date and time stamps
3. Assigns CIG number to material
4. Attaches "Loan Slip" (Attachment "M") and fills out: IF A LOAN DOCUMENT
  - a. date material to be returned to supplier
  - b. CIG number
  - c. Agency number (supplying agency)
5. Places in typist tray
6. Identifies CIG number, security classification, source, date received, number of copies, transmitting agency, date of document, agency number, subject, CD number and designate loan status
7. Prepares form 35-2 "Files Slip" (Attachment "I")
8. Staples 4 copies of 35-2 to material



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9. Clips 1 copy 35-2 on top of material

10. If a loan document, routes to loan clerk

11. Types 1 copy 35-2

12. Files by <sup>35-2</sup> CIG number

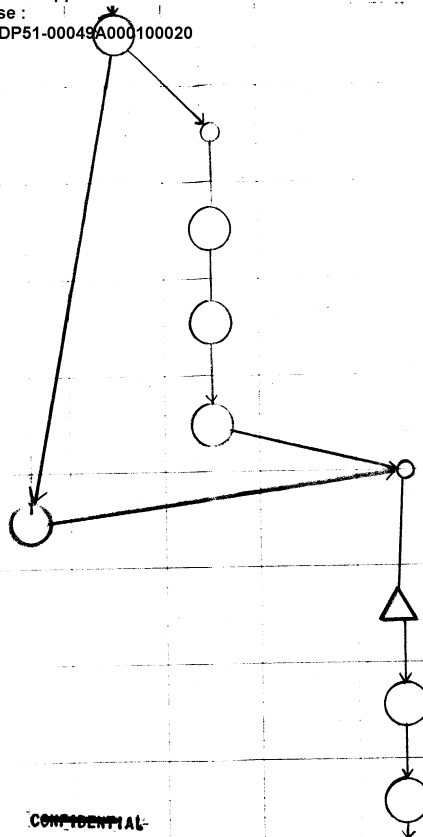
13. Loan clerk carries to Reading Clerk

14. Transmitted to Reading Clerk

15. Receives material and attachments

16. Reading Clerk pulls CR and CD from file and attaches to material

17. Checks Requirements Index for appropriate subject cards



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INFO. DISTRIBUTION UNIT, CENTRAL REC.

Incoming Clk. Typist Loan Clk.

DISSEMINATION RANCH, OCD

Reading Clk. Reader Record Clk.

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18. Attaches index cards to material

19. Hands materials with CR, CD and index cards  
attached to Reader

20. Analyzes materials in conjunction with the  
60-1, (CR) and CD and index cards

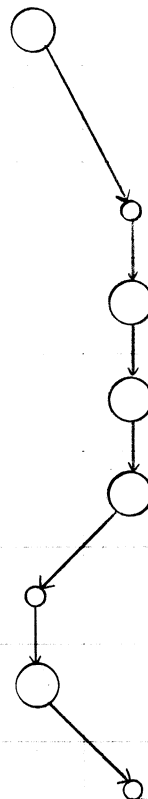
21. Indicates distribution and loan retention  
date on form 35-2

22. Where necessary instructs Reading Clerk on  
preparation of appropriate Transmittal  
Sheet,

23. Hands to Reading Clerk

24. Types transmittal sheet

25. Hands to Reader



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26. Reviews and initials transmittal sheet

27. Hands to Clerk

28. Attaches transmittal sheet to outgoing material.  
a. Attaches A&T Sheet (Attachment "J")  
if the material completes the CR

29. Transmits outgoing material to I.D.U.  
With attachments:  
a. Loan slip (if a loan)  
b. A&T Sheet  
c. Transmittal sheet

30. Notes receipt of material on CD

31. Transmits CD and CR to Record Clerk

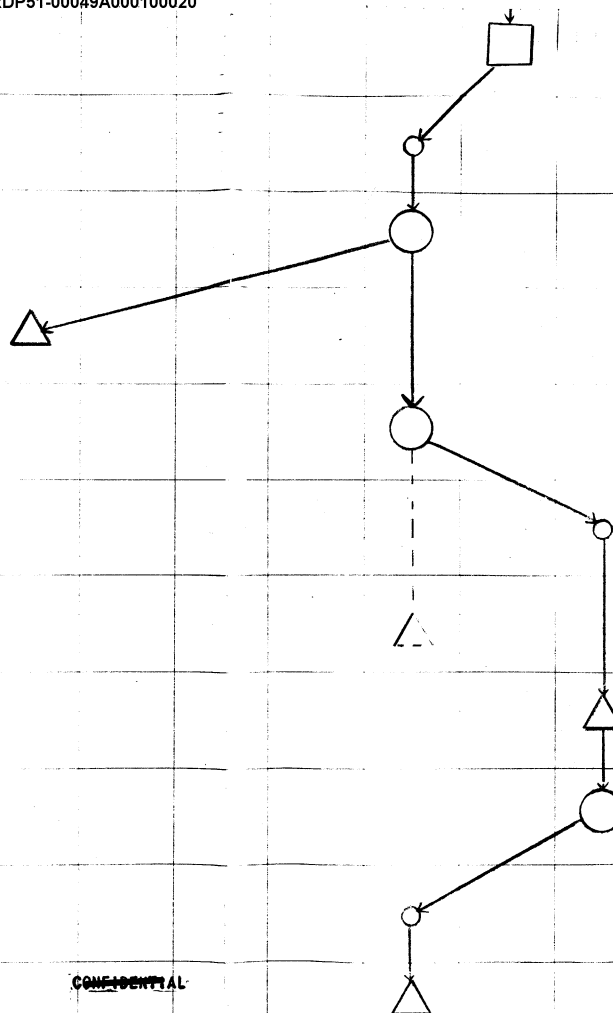
32. Returns index cards to file

33. Receives CR and CD

34. Records Reader's action on Control Card  
as shown on CR and CD

35. Returns CR and CD to Reading Clerk

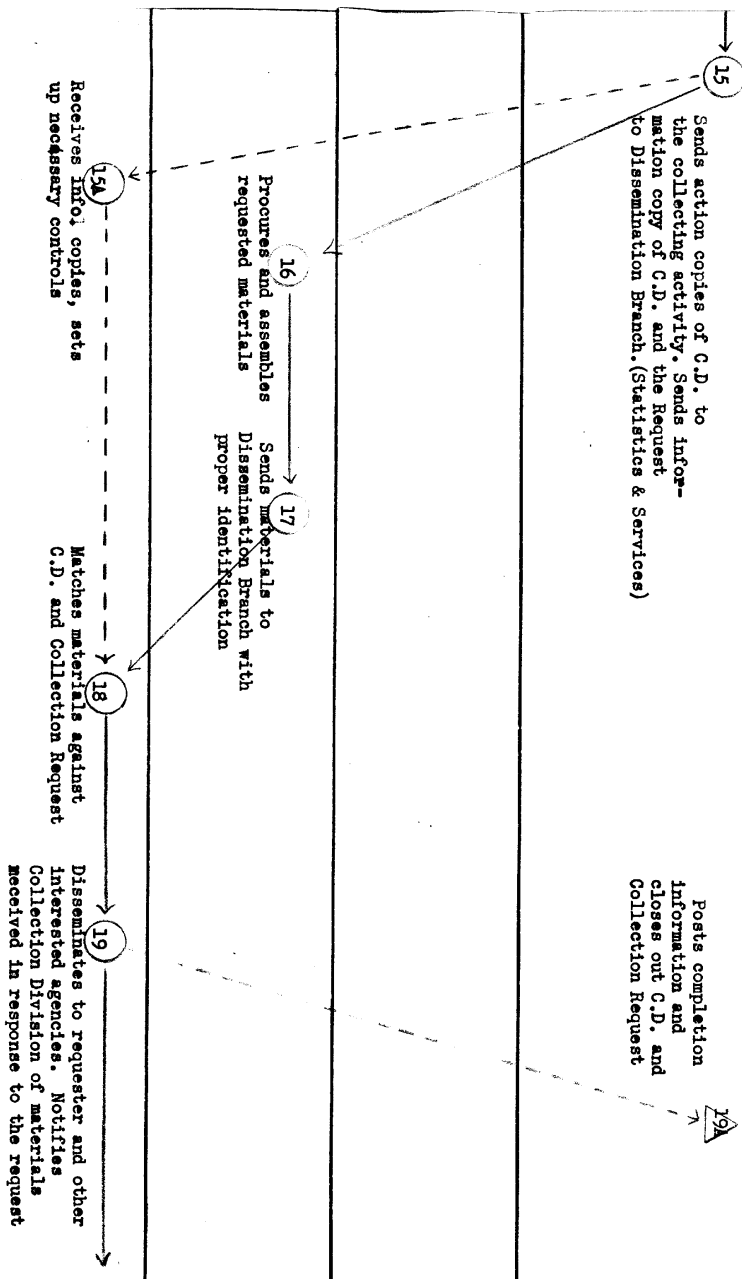
36. Receives CR and CD and places in  
appropriate file



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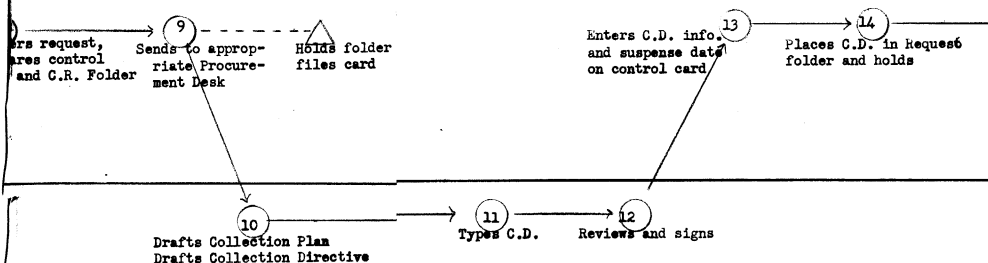
REQUESTING OFFICE OR INDIVIDUAL WITHIN C.I.A.	<p>1 Checks own files for materials</p> <p>3 If not procured in steps 1 &amp; 2: Prepares Collection Request (60-1) in 6 copies. Sends to Request Control Unit, Collection Div. (Indicates that Library or Registers have been checked)</p>
REFERENCE CENTER LIBRARY * AND ALL REGISTERS	<p>2 Direct procurement if available in, or through collection functions of, library and registers. (If not available, a list of suggested sources is given)</p>
REQUEST CONTROL UNIT COLLECTION DIVISION	<p>4 Receiver request and time stamps</p> <p>5 Checks to see if Reference Center has been checked by requester</p> <p>6 Inspects to eliminate duplication. Defines &amp; clarifies the request</p> <p>7 Indicates assignment to appropriate Procurement Desk</p> <p>8 When Procurement Desk</p>
PROCUREMENT SECTION COLLECTION DIVISION	
O.O.O.S.O. AND OUTSIDE AGENCIES	
DISSEMINATION BRANCH REPORTS & ESTIMATES	



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PROCESS OF COLLECTION REQUESTS ORIGINATING IN C.I.A.

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